DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

December 8, 1922.

MEMORANDUM NO. 412.

Rescinding Paragraphs 160 and 161 of the Administrative Regulations and promulgating regulations and instructions in lieu of same and other conflicting regulations and instructions.

All bulletins, circulars, and reports of the Department, exclusive of periodicals, approved bureau series such as regulatory and quarantine announcements, and yearbook separates, shall be included in four numbered series:

1. Farmers' Bulletins. Farmers' Bulletins should be concise, specific statements in non-technical style of the present state of knowledge regarding subjects coming properly within the range of the Department activities. Recommendations and directions for procedure in modern agricultural practices are especially desired. These bulletins should be short, usually from eight to sixteen pages.

2. Department Bulletins. Department Bulletins should be technical discussions of facts or conditions of importance to agriculture. They should contain primarily the results of the experimental work of the Department or summaries and articles written by Department writers presenting information of special value to agricultural investigators, teachers, students and operators.

3. Department Circulars. Department Circulars should carry the less technical and more informational contributions designed for scientific and limited mailing lists.

4. Miscellaneous Circulars. Miscellaneous Circulars should include those publications of the Department of a miscellaneous nature which do not fall within the divisions of Farmers' Bulletins, Department Bulletins, or Department Circulars, or which are of other than regular octavo size.

No manuscript will be approved for publication in the Farmers' Bulletin, Department Bulletin or Department Circular series unless it is to be published in the regular octavo size, and with the

regular approved standard cover design for the series. Neither will any manuscripts be published in any other than the regular octavo size except in most unusual cases and then only as approved by the Assistant Secretary in charge of publications. All such odd size publications will bear a number of the Miscellaneous Series.

In general it is intended that the highly technical contributions to the fundamental sciences should be published in the Journal of Agricultural Research; that the more general discussions, additions to scientific knowledge, be published as Department Bulletins; that the less technical discussions, summaries and other contributions designed for special lists, be included in the Circular Series, while the popular condensed discussions for the use of the general public be included in Farmers' Bulletin Series.

Henry C. Wallace

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
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MEMORANDUM NO.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

(3)

SECRETARY'S MEMORANDUM NO.

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OF AGRICULTURE
OCT 23 1922

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OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

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Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

November 27, 1922.

FILED
DEC 1 1 1922

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the proposed memorandum submitted by Mr. Pugsley, relative to the issuance of the publications of the Department and changing the Administrative Regulations accordingly.

The matter was not entirely clear to the Committee, as the title of the memorandum appeared to be rather ambiguous, in that it thought that other paragraphs besides 160 and 161 might possibly be affected. Several interviews were had with Mr. Cronin and it was found that it is Mr. Pugsley's intention to do away with paragraphs 160 and 161 of the Administrative Regulations and be guided by the attached regulations and instructions. Therefore, the title has been changed and the memorandum rewritten.

In its present form the attached memorandum is satisfactory to Mr. Cronin and to the Committee and it is recommended that same be promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM.

September 21, 1922.

Mr. Secretary:

After conference with Dr. Ball I recommend the issuance of the attached memorandum.

The effect of the memo will be to place all major Department publications, other than periodicals and bureau publications, in four groups, to require regular octavo size and uniform and standard covers for three of them, and to create a miscellaneous series for truly miscellaneous material.

Chas. W. Pugsley
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TIME
SEP 21 1922
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

June 12, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Mr. Pugsley:

Your memorandum of June 2 is received.

I am attaching samples of headings for Department Bulletins, Department Circulars, and Secretary Circulars, together with a skeleton organization of the Department for use on the back cover of all bulletins. In connection with this outline your attention is called to the fact that it has been our practice in the case of Farmers' Bulletins to use the back cover page when not occupied by text for a box like the attached sample. This does not appear at present on all Farmers' Bulletins but we have been adding it on reprints.

The question of classifying Department publications in series has been the subject of never-ending discussion. There has been considerable difference of opinion in regard to the whole subject and there are so many things which must be taken into account that it is hardly possible to discuss them adequately in a memorandum. Reference is made to paragraphs 150, 160 and 161 of the Administrative Regulations on pages 105 and 108, and to the Assistant Secretary's memorandum of March 31, 1919, where the present series are defined.

For the sake of brevity and of having something to shoot at, the following recommendations are made:

1. The Department Bulletin series shall present the result of the scientific investigations of the Department in an authoritative manner, treating each subject in enough detail to support the authors' conclusions. The highly technical publications in this series shall be known as Professional Papers.

2. The Department Circular series shall contain advance information on investigations for which there is an immediate need, and popular presentations of technical subject matter. To be of uniform size and cover.

3. Farmers' Bulletins shall be concise, simple, specific statements setting forth the practical application of the results of research by the Department to farm practice.

4. Secretary Circulars shall contain all "oracular statements, regulatory announcements, and other printed statements regarding Department policy or administrative matters."

5. The Miscellaneous series shall contain all publications whose size, subject matter, or style make their publication in the other series undesirable. Publications in this series will not be required to conform to any standard in size, cover, etc.

A recent conversation with Dr. W. A. Taylor, formerly a member of the Committee on Manuscripts, and Professor Corbett, who has also given much thought to the subject, brought out a number of interesting points and I believe that a discussion of the matter at a meeting of the bureau chiefs would be valuable.

Very sincerely yours,

Jno. L. Roads Jr.

Chief of Division.

June 2, 1922.

MEMORANDUM FOR MR. J. L. COBBS,
Division of Publications.

DEC 23 1922

Dear Mr. Cobbs:

Since the bureau chief meeting of last Monday, I have had several conferences with the Secretary on the matter of publications. I wish you would have prepared and ready for submission to me upon my return about the 12th a suggested revision of the headings for our regular Department bulletins, enlarging the words "United States Department of Agriculture," so that they are the largest of any in the heading; placing in between that and the bulletin number the words "Contribution from the Bureau of Chemistry," or whatever it may be, omitting, of course, the chief's name; and then putting below that "Department Bulletin No. ---." I am attaching Bulletin No. 1073, which may give you a little better idea of what I have in mind. The same designs can be used although they may need to be a trifle smaller.

Will you also have prepared some suggested heading similar to the Department Bulletins but with different designs, for all of our circulars so that we will have a uniform heading for the circulars which will enable librarians and others to distinguish our different series at a glance.

Please also have prepared a skeleton organization of the Department of Agriculture, which might appear on the back of the cover of all our bulletins. That might include the Secretary, Assistant Secretary, Director of Scientific Work, Director of Regulatory Work, and the names of the bureaus and divisions which correspond to bureaus, with the chiefs. The Secretary has suggested that it might be wise to put this on the back of our bulletins, for such an arrangement would tend to increase the thought of the Department and minimize a tendency to bureaucracy.

I wish you would also give further consideration to the suggestion which you made in one of your memoranda considering the establishment of a miscellaneous circular series to catch everything which can not properly be placed in the Farmers' Bulletin series, Department Bulletin series, or Department Circular series. In this connection, if you will outline what in your opinion is the requirement for the publication of a manuscript in each of the series it will be quite helpful.

Sincerely,

Assistant Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
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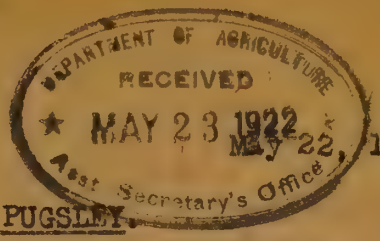


PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

May 22, 1922.

MEMORANDUM FOR MR. PUGSLEY.
Assistant Secretary.

Dear Mr. Pugsley:

Shall we use pictures on the cover of a Department Circular if the bureau requests it? There is a standard cover for Department Bulletins and a decision was recently made to have the same cover for Farmers' Bulletins, but it seems there is no standard to follow for the cover of a Department Circular. I submit an exhibit of specimens showing the great variation which has existed both as to size and cover. Some of these look like Farmers' Bulletins.

The inquiry comes up in connection with a manuscript recently submitted for a Department Circular entitled " Utility Value of Pure Bred Live Stock" in which there are 13 halftone illustrations in addition to a halftone to be used on the cover.

Mr. Stallings informs me that the Division of Publications has in the past endeavored to secure uniformity in this matter and has turned down requests for the use of pictures on the covers of Department Circulars but has not been sustained in this matter.

Very truly yours,

Edwin C. Powell

Edwin C. Powell,
Chief Editor.

May 24, 1922.

MEMORANDUM FOR MR. EDWIN C. POWELL,
Chief Editor, Division of Publications.

Dear Mr. Powell:

I have your memorandum of May 2 with reference to a standard cover for Department Circulars. I am glad that you brought this matter to my attention as we are now considering the uniformity in size of Department Circulars and the matter of covers can be considered at the same time. We will advise Mr. Cobbs just as soon as a decision is reached.

Sincerely,

Assistant Secretary.

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C.,
August 17, 1922.

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Memorandum for the Assistant Secretary.

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Dear Mr. Pugsley:

Dr. Kellerman and I have given considerable attention to the questions raised in the enclosures of your memorandum of the 12th ultimo which relate to the headings for Department Bulletins, Department Circulars and Secretary's Circulars.

With respect to the Professional Paper sub-heading, we feel that the diversity of range of material from technical to popular, comprised in the Department Bulletin series since soon after it was established, requires some special indication for the benefit of the reader.

When the radical change in the publication policy of the Department, effective July 1, 1913, was made, some forty different formal numbered series that had been established at various times in the several Bureaus were abandoned and the existing Department Bulletin series was established. In the consideration of the whole question at that time, which resulted in the establishment of the Journal of Agricultural Research as a vehicle to carry papers reporting the results of important original research work, it was decided that the Department Bulletin series should be restricted to popular papers, it being assumed that such technical papers as it would be advisable for the Department to publish

would be carried by the Journal. There had been considerable criticism of Department publications in Congress and elsewhere on the score that they were too technical for the average reader to understand, and it was deemed advisable to reduce the number of routine and other similar technical papers issued which did not report important original research work to a minimum.

The character of papers for the Department Bulletin series was outlined as follows:

"Popular matter heretofore published in the bulletins of the Bureaus and also that printed as circulars will hereafter be published in a Department series of bulletins which will be popular discussions of investigations of the Department. All encyclopedic material should be omitted. The term 'circular' will be discarded for the more appropriate designation of 'bulletin.' The editions and distribution of the new series of bulletins will be similar to the series (of the several Bureaus) which they succeed."

In this connection the following remarks, based chiefly upon my personal recollection, may be of some interest.

In putting this plan into operation, the Department Committee on Examination of Manuscripts, which made a rather extensive study of the subject, soon found that numerous papers reporting research work of a followup rather than of a pioneer character, and therefore not eligible to inclusion in the Journal of Agricultural Research, were distinctly more technical in character than was contemplated for the Department Bulletin series. As papers of this type contain much material which research workers and even agricultural producers in highly specialized lines needed to have available, the Committee, after mature deliberation,

recommended to the Secretary the establishment of a technical Department Bulletin series somewhat after the order of the Professional Paper series of the Geological Survey, or the Technical Bulletin series of the Bureau of Mines.

Because of the desire to reduce to a minimum the likelihood of confusion from parallel series of bulletin numbers, however, a separate technical series was not established. In lieu of such series, the inclusion of such technical papers in the Departmental Bulletin series under the subtitle "Professional Paper" was authorized by a memorandum of Assistant Secretary Galloway, dated October 25, 1913, of which copy is attached.

Administrative Regulation 160 (a) does not accurately describe the professional papers in that it gives the impression that they constitute a distinct series, which is not the case.

I have just looked over in a cursory way the 148 issues in the Department Bulletin series from January 1, 1921, to this date, and am not surprised that Dr. Ball had difficulty in understanding what the "Professional Paper" designation really means. Of the 148 bulletins, 60 are designated "Professional Papers" and 88 appear as straight Department Bulletins without such designation. In my judgment, and I recognize that under any possible practical plan such determination is largely a matter of judgment rather than of exact specification, 30 of the 88 should be designated "Professional Papers." Those named on the attached list impress me as too technical for designation as popular publications such as the typical Department Bulletin is supposed to be.

The logical course would be to establish a separate technical bulletin series. The only objection to this is probably the possibility of confusing the numbers of parallel series of bulletins. If the establishing of a separate technical bulletin series is decided to be inadvisable, I believe it is highly desirable to continue to distinguish between the technical and nontechnical papers of the Department Bulletin series in somewhat the same way as at present. It is, in my judgment, very desirable that more careful attention be given to the designation of the technical bulletins as "Professional Papers," and I say this after finding that nine of the thirty technical bulletins which appear to be mislabelled are contributions from the Bureau of Plant Industry.

The effort to maintain a series of circulars from the Office of the Secretary, distinct from the Department Circular series, appears to involve a considerable strain of the imagination to justify. It would seem that all the issues of the Office of the Secretary Circular might well be included in the Department Circular series.

Notwithstanding the sincere and painstaking effort to simplify the Department scheme of publication inaugurated in 1913, there appears now to be in effect the following diversity of series:

Office of the Secretary.

Annual Report of the Secretary of Agriculture.
Reports of Chiefs of Bureau submitted to the Secretary.
Circulars of the Office of the Secretary.
Administrative and Fiscal Regulations.
Animal Quarantines.
Plant Quarantines.
Official Record.
Regulations governing the operation of the various statutes administered by the Department.
Clip Sheet

Department.

- Yearbook
- Weather, Crops and Markets
- Journal of Agricultural Research
- Experiment Station Record
- Department Bulletins
- Department Circulars
- Agricultural Atlas
- Posters
- Farmers' Bulletins.

Bureau

- Publications of the Weather Bureau
- North American Fauna (Biological Survey)
- Field Operations (Bureau of Soils)
- Inventory of Seeds and Plants Imported (Bureau of Plant Industry)
- Service and Regulatory Announcements
  - Markets (Grades and Standards)
  - Plant Industry (Seeds Importation Act)
  - Chemistry (Food and Drugs Act)
  - Animal Industry (Meat and Quarantine)
  - Federal Horticultural Board (Plant Quarantines)
  - Insecticide and Fungicide Board (Sprays, etc.)
  - Biological Survey (Game Laws)

This is probably not complete but serves to illustrate the tendency toward multiplicity and complexity.

Even with respect to the Farmers' Bulletin series, and the relation of it to the Department Bulletin series, many factors frequently enter into the determination of the series in which a particular paper would appear. While the ideal for the Farmers' Bulletin series since 1913 has been to tell the reader what, how and when to do some thing or things of agricultural or home economic importance, making necessary in general a dogmatic style without effort to explain why the recommendations are made, it not infrequently occurs that a paper goes into the Farmers' Bulletin series primarily because it is more practical to reach a particular constituency through the Farmers' Bulletin series than through the Department Bulletin series.

I am convinced also that in the near future the Department should recognize the fact that as the result of the educational activities of the Department, the colleges and the Experiment Stations during the last quarter century, a large rural constituency has developed which is to a considerable extent divided into relatively highly specialized groups corresponding with the specialization in agricultural production which has occurred during that time. The men and women, and even the boys and girls, in these groups possess technical vocabularies and a definite conception of the technical processes and practices involved in their particular types of activity which make necessary the inclusion in the Farmers' Bulletin series of a professional type of paper which in the past would have been inadvisable because of its seeming technical nature. Thousands of fruit growers are now quite familiar with the chemical terminology related to the spraying of crops for control of plant diseases and insect pests, and I believe the time has come when this condition should be recognized in the Department's determination of the series in which to issue a particular publication dealing with topics related to specialized agricultural enterprises.

In short, our Farmers' Bulletins, instead of being aimed at the reader of limited vocabulary and restricted mental horizon merely, should include also rather highly specialized and technical practical papers bearing upon the application of advanced practices and methods whenever occasion demands. In other words, the Farmers' Bulletin dealing with specialized phases of agriculture should be so shaped as to reach in the most accurate as well as clear way possible the particular constituency of readers for which it is intended. The day has passed when it is necessary to have our Farmers' Bulletin suitable for the primary class only, although many such

are needed. If this principle is recognized it does not seem to me that any special designation of the more technical type of Farmers' Bulletin would be needed, other than possibly a footnote indicating the general character of the constituency for which it is intended.

If it were possible to express technical information clearly and accurately in words of one syllable, differentiation of the character suggested would not be necessary, but agricultural specialization in this country has proceeded so rapidly in recent years and to such an extent that technical accuracy is required even in the dogmatic type of publication and this necessitates use of more technical language than was the case in earlier years.

The whole question of series bears a close relation to the practical questions of distribution, some of which are of necessity quite complex and impossible of being so treated as to operate automatically without waste and duplication.

It is, I believe, highly important that the effect of proposed changes should be somewhat accurately forecasted before they are ordered, and I believe it would be a very good plan to have a continuing Advisory Committee on this subject through which the different points of view of the publishing Bureaus would be brought to bear on important questions, and which would gradually build up a continuing Departmental policy which would tend to reduce radical changes in plan or practice to a minimum. Such changes always involve the expensive undoing of considerable preparatory work which is at all times under way.

Yours very truly,

M. A. Taylor

Chief of Bureau.

Encls.

List of Thirty Department Bulletins
Which Should be Designated "Professional
Papers."

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Dept. Bulletin No. 927, "Commercial Utilization of Waste Seed From the Tomato Pulping Industry."

" " 944, "The Alcohol Test As A Means of Determing Quality Of Milk for Condensers."

" " 948, "Composition of Cotton."

" " 949, "Standard and Tentative Methods of Sampling and Testing Highway Materials."

" " 956, "A Study of the Factors Affecting Temperature Changes In the Container During the Canning of Fruits and Vegetables."

" " 960, "The Relation of Water-Raking To the Keeping Quality Of Cranberries."

" " 986, "Studies on the Biology and Control of Chiggers."

" " 989, "Pine-Oil and Pine-Distillate Product Emulsions: Method of Production, Chemical Properties, and Disinfectant Action."

" " 991, "Crop Rotation and Cultural Methods At Edgeley, N.Dak."

" " 992, "Walnut Husk-Maggot."

" " 993, "The Composition of California Lemons."

" " 1003, "The Distillation of Stumpwood and Logging Waste of Western Yellow Pine."

" " 1022, "Relation of Initial Temperature to Pressure, Vacuum, And Temperature Changes in the Container During Canning Operations."

" " 1023, "The Relative Toxicity of Strychnine to the Rat."

" " 1024, "Feeding Experiments With Grade Beef Cows Raising Calves."

" " 1027, "Poisonous Metals on Sprayed Fruits and Vegetables."

" " 1032, "The Blackhead Fireworm of Cranberry on the Pacific Coast."

" " 1038, "Pecan Rosette: Its Histology, Cytology, and Relation To Other Chlorotic Diseases."

Dept. Bulletin No. 1039, "Experiments With Cereals On the Belle Fourche Experiment Farm, Newell, S. Dak."

" " 1042, "Effect of Winter Rations On Pasture Gains of Calves."

" " 1046, "Rust Resistance in Winter-Wheat Varieties."

" " 1050, "The Identification of True Mahogany, Certain So-Called Mahoganies, And Some Common Substitutes."

" " 1052, "Rations For Feeding Poultry in the Packing House."

" " 1059, "Research Methods in the Study of Forest Environment."

" " 1060, "Sitka Spruce, Its Uses, Growth, and Management."

" " 1063, "Sweet-Potato Storage Studies."

" " 1066, "Curculios That Attack the Young Fruits and Shoots Of Walnut and Hickory."

" " 1073, "Some Changes in the Composition of California Avocados During Growth."

" " 1075, "The Whipping Quality of Cream."

" " 1080, "Effect of Low Temperature on the Hatching of Gipsy-Moth Eggs."

COPY

DEPARTMENT OF AGRICULTURE
Washington, D.C.
Office of Assistant Secretary

M E M O R A N D U M

For the Committee on Examination of Manuscripts.

Gentlemen:

It appears that the Departmental series of bulletins now being issued and which are popular in their nature do not furnish a medium for certain types of manuscripts which it is believed the Department should publish and distribute. Reference is made to manuscripts which are reports upon work of a professional or semi-professional nature, dealing with crops, animals and the products of same. There are certain specialists who, while not technical men, are more or less professional and can be spoken of as professional workers. The citrus workers of California engaged in harvesting, packing and handling citrus fruits are professional workers, and publications dealing with subjects pertinent to their interests must necessarily be discussed in a more or less professional manner. The same is true of those engaged in the production and handling of eggs, butter, meat, potatoes, etc.

In order to meet the situation you are authorized to include in the Departmental series of bulletins, papers of the kinds above indicated with the title "Professional Papers" immediately below the usual statement "Contributions from the Bureau of ---, " etc. It is suggested that the words "Professional Paper" might be in small type placed in parentheses. It is understood that under no circumstances is this admission of professional papers to mean that we are going back to the former practice of issuing bulletins which were neither popular, nor technical, nor professional, but

mixtures of all three. Any papers dealing with subjects of interest to professional fruit growers, truck growers, lumber men, mill men, paper makers, poultrymen, bakers, confectioners, e tc. would be pertinent.

Very truly yours,

(Signed) B. T. Galloway

Assistant Secretary.

Oct. 25, 1913

OFF

~~Complete~~ file of D. B's. issued since Jan. 1, 1921, to date (July 20, 1922); Nos. 895 to 1073, inclusive, except no. 982, "Market Statistics," (not marked as a Professional Paper), and those not yet issued; omitting also those issued prior to Jan. 1, 1921.

I have never brought myself to a state of mine in which I could see that there was any advantage in dividing the Department bulletins by the addition of the words "Professional Paper". I have never been able to see just what the difference in classification really meant and think it would be as well if that were omitted. There is no particular significance one way or another as it does not constitute a series or a division of a series.

I do not quite understand division number 4 on the Secretary's circulars. I am rather doubtful whether the regulatory announcements should be attempted to be brought into a series or whether each series should not remain distinct as at present. They go to a very limited clientele.

The Miscellaneous series is a good suggestion for those odd-shaped publications which do not belong to any regular series or rather questionably would belong to a regular series if it were not for their shape requirements.

I would suggest that if a list of the bureaus is to be published with their chiefs that some thought be given to the arrangement of the bureaus. The arrangement submitted by Mr. Cobbs could, I think, be improved by moving the Bureau of Agricultural Economics up to a position just under the Weather Bureau. This can be justified on the ground that it is made up of three bureaus, one of which (Crop Estimates) is very old; and another of which (Farm Management) was part of the Secretary's Office and has in the past had the first location, so giving it the second one would not be out of place. I would then suggest that Public Roads be moved up to just beneath the Bureau of Biological Survey, that the Fixed Nitrogen Laboratory follow it, and that the Packers and Stockyards Administration be dropped to the bottom of the list. We would then have the bureaus arranged in three series:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

July 6, 1922.

FILED
DEC 26 1922

Memorandum for Assistant Secretary Pugsley.

My dear Secretary:

I have little choice between the different designs submitted for bulletins and circulars. They both appear to be very satisfactory. I likely prefer the first head with the date in the box for the circulars rather than the bottom line date of the other style.

I have never brought myself to a state of mine in which I could see that there was any advantage in dividing the Department bulletins by the addition of the words "Professional Paper". I have never been able to see just what the difference in classification really meant and think it would be as well if that were omitted. There is no particular significance one way or another as it does not constitute a series or a division of a series.

I do not quite understand division number 4 on the Secretary's circulars. I am rather doubtful whether the regulatory announcements should be attempted to be brought into a series or whether each series should not remain distinct as at present. They go to a very limited clientele.

The Miscellaneous series is a good suggestion for those odd-shaped publications which do not belong to any regular series or rather questionably would belong to a regular series if it were not for their shape requirements.

I would suggest that if a list of the bureaus is to be published with their chiefs that some thought be given to the arrangement of the bureaus. The arrangement submitted by Mr. Cobbs could, I think, be improved by moving the Bureau of Agricultural Economics up to a position just under the Weather Bureau. This can be justified on the ground that it is made up of three bureaus, one of which (Crop Estimates) is very old; and another of which (Farm Management) was part of the Secretary's Office and has in the past had the first location, so giving it the second one would not be out of place. I would then suggest that Public Roads be moved up to just beneath the Bureau of Biological Survey, that the Fixed Nitrogen Laboratory follow it, and that the Packers and Stockyards Administration be dropped to the bottom of the list. We would then have the bureaus arranged in three series:

I have little choice between the different designs submitted for [illegible] and alternates. They both appear to be very satisfactory. I [illegible] prefer the first band with the date in the box for the alternate rather than the bottom line date of the other style.

I have never been put upset to a state of mind in which I could see that there was any advantage in dividing the department initiation by the addition of the words "Professional Engineer". I have never been [illegible] and think it would be as well if it was omitted. There is no particular significance one way or another as it does not consti[illegible] a section or a division of a series.

I do not quite understand division number 6 on the Secretary's circular. I am rather doubtful whether the registered engineers should be attempted to be brought into a region or whether such action should not remain distinct as at present. They go to a very limited [illegible].

[illegible] would be a good convention for those additional [illegible] which do not belong to any regular series or rather [illegible] would belong to a regular series if it were not for their single requirements.

I would suggest that if a list of the persons is to be published with their offices that some thought be given to the arrangement of the names. The arrangement submitted by [illegible]. Maybe could, I think, be improved by having the Persons of equivalent [illegible] up to a certain [illegible] under the Director Bureau. This can be justified on the ground that it is made up of two bureaus, one of which (Geog Institute) is very old; and another of which (Coast Survey) was part of the Secretary's Office and has in the past had the first location, so living it has caused one would not be out of place. I would then suggest that Public Roads be [illegible] through the Bureau of Fisheries, that the Naval [illegible] Observatory follow it, and that the Weather Bureau and Standards follow [illegible] to the bottom of the list. We would then move the

(1) The definite research bureaus, each one with a separate and distinct function.

(2) Divisions of general relationship to all bureaus such as Accounts, Publications, and Library.

(3) Regulatory Boards, such as the Horticultural Board, the Insecticide and Fungicide Board, and the Packers and Stockyards.

If these were arranged in this order all of the research divisions would be called Bureaus, except two-- Forestry and Nitrogen. I am not sure that it would not be well to change the names of both of these to Bureaus-- Bureau of Forestry and Bureau of Nitrogen Research. It is possible that a later combination will bring this latter about.

The second group would all have the title of Divisions, and two out of the three of the third group would be spoken of as Boards. This group will probably be expanded. These Boards deal with the subject matter of different Bureaus but only in a regulatory and administrative way. If this was carried out, then a Bureau, a Division, and a Board would have a certain definite meaning in function. You will note that the States Relations Service is not allocated in the above. It might be placed at the end of the list of Bureaus or made a Division along with the others that deal with all the Bureaus; probably the latter would be the more logical suggestion.

Sincerely yours,

E W Ball

Director.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

June 28, 1922.

MEMORANDUM FOR DR. E.D. BALL.

Dear Doctor Ball:

I would be pleased to have you look over the letter which I wrote to Mr. Cobbs on June 2d, and his reply. The first samples he sent did not comply with my request, hence the delay. I would be glad if you would look these over and make suggestions.

Sincerely,

C. W. Pugsley

Assistant Secretary.

Inclosures.

Washington, D. C.

June 10, 1920.

My dear Mr. Hall:

I shall be pleased to have you send me the
reply. The first samples he sent did not comply with
my request, but the second. I shall be glad if you
would look these over and make suggestions.

Sincerely,

Assistant Secretary.

Inclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

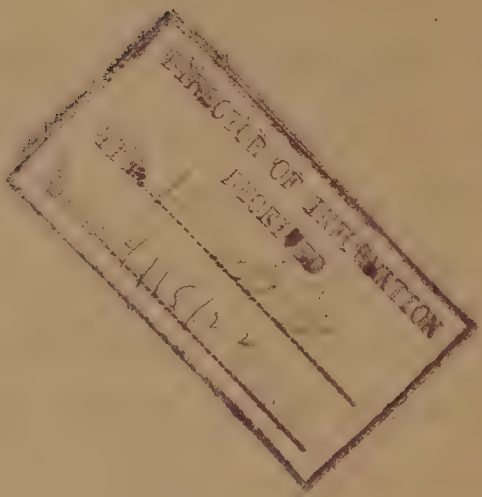
Mr. Purdy
Mr. Cabell's comments
and mine

April 27, 1922.

MR. HARLAN SMITH:

I think your idea about the Service and Regulatory Announcements is the determining one in using bureau rather than Departmental series. Most of the Announcements go to specialized classes of people who have little, if any, interest in other announcements of the Department, and I believe that these people will find it much more desirable to have some method which will enable them to determine whether they have complete sets, than one which might constantly raise a question as to whether missing numbers contain anything of interest to them.

Enc.


DIRECTOR OF INFORMATION
RECEIVED

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE DIRECTOR OF INFORMATION

April 13, 1922.

Mr. Cobbs:

What is your idea on this? The only reason I see is that the S.R.A. of a bureau are of interest only to a special group not concerned with S.R.A. of other bureaus and it might be confusing to keep a broken series. It would be more difficult for an individual or concern to know whether it had a complete file of S.R.A. of a Department series. Otherwise the Dept. series probably would be desirable.

Harlan Smith.

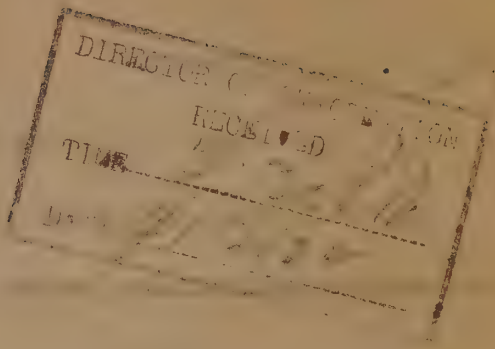
OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM.

April 12, 1922.

Mr. Harlan Smith:

Why should Regulatory announcements be by bureau series rather than Department?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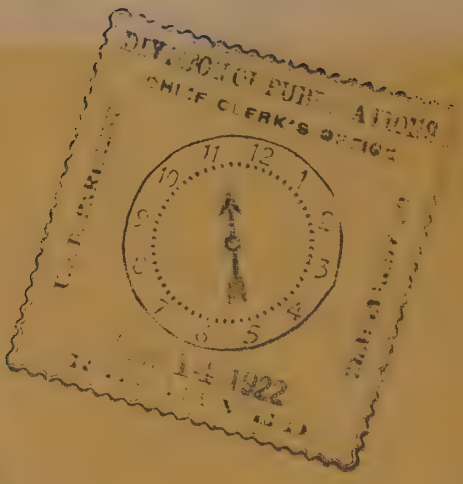

DIVISION OF PUBLICATIONS
CHIEF CLERK'S OFFICE
1922

C O P Y

June 12, 1922.

FILE
☆ DEC 26 1922 ☆
Please return to
Secretary's File Room

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Mr. Pugsley:

Your memorandum of June 2 is received.

I am attaching samples of headings for Department Bulletins, Department Circulars, and Secretary Circulars, together with a skeleton organization of the Department for use on the back cover of all bulletins. In connection with this outline your attention is called to the fact that it has been our practice in the case of Farmers' Bulletins to use the back cover page when not occupied by text for a box like the attached sample. This does not appear at present on all Farmers' Bulletins but we have been adding it on reprints.

The question of classifying Department publications in series has been the subject of never-ending discussion. There has been considerable difference of opinion in regard to the whole subject and there are so many things which must be taken into account that it is hardly possible to discuss them adequately in a memorandum. Reference is made to paragraphs 150, 160 and 161 of the Administrative Regulations on pages 105 and 108, and to the Assistant Secretary's memorandum of Marhh 31, 1919, where the present series are defined.

For the sake of brevity and of having something to shoot at, the following recommendations are made:

1. The Department Bulletin series shall present the result of the scientific investigations of the Department in an authoritative manner, treating each subject in enough detail to support the authors' conclusions. The highly technical publications in this series shall be known as Professional Papers.

2. The Department Circular series shall contain advance information on investigations for which there is an immediate need, and popular presentations of technical subject matter. To be of uniform size and cover.

3. Farmers' Bulletins shall be concise, simple, specific statements setting forth the practical application of the results of research by the Department to farm practice.

4. Secretary Circulars shall contain all "oracular statements, regulatory announcements, and other printed statements regarding Department policy or administrative matters."

5. The Miscellaneous series shall contain all publications whose size, subject matter, or style make their publication in the other series undesirable. Publications in this series will not be required to conform to any standard in size, cover, etc.

A recent conversation with Dr. W. A. Taylor, formerly a member of the Committee on Manuscripts, and Professor Corbett, who has also given much thought to the subject, brought out a number of interesting points and I believe that a discussion of the matter at a meeting of the bureau chiefs would be valuable.

Very sincerely yours,

Chief of Division.

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Associate Chief of Bureau.

Washington, D. C., May 17, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY

Dear Mr. Pugsley:

I am returning herewith the memorandum which Dr. Taylor dictated but left before signing on a recent trip. It is probable that the difficulty which Dr. Taylor points out in his memorandum would be serious, and I imagine that this point will be urged strongly by several of the bureaus. Accordingly it may prove to be inadvisable to consolidate the Service and Regulatory announcements into a single series. The indexing of Departmental publications which is contemplated will aid in simplification of locating regulatory activities, since the Service and Regulatory announcements of plant quarantines and other quarantines would be so grouped in the index that they could be readily assembled. I am inclined to urge further consideration of the Service and Regulatory series in one particular, however, that being the inclusion of the official notifications of quarantines, decisions, etc., in the Service and Regulatory Announcements if this is practicable, instead of having these printed as separate leaflets, to be reprinted in the Service and Regulatory Announcement series.

Very truly yours,

K. F. Kellerman

Associate Chief of Bureau.

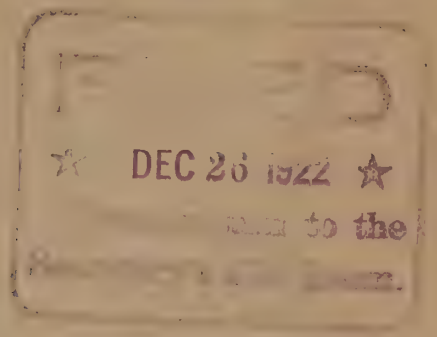
United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., May 2, 1922.

Dear Mr. Pugsley:

To consolidate the several existing Bureau series of Service and Regulatory Announcements into a single Department series without mailing every number as issued to every address on the list of the several bureaus, would, I fear, result in interminable correspondence. My understanding is that most of these lists are of a highly specialized character and that there is not much joint interest.



OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM. 7-19-22.

Mr. Pugsley:

While there are very good arguments in favor of continuing the Service And Regulatory Announcements as at present by bureau series, I am slightly inclined to favor only one series - this to have a standard heading on title page for all bureaus.

The same arguments against such a consolidation into one series rather than by bureaus could be advanced in regard to publishing Department Bulletins or Farmers Bulletins as we now do. With the Department Bulletins, for example, there is about the same diversity of subject matter as there would be in a consolidated Service And Regulatory series; yet the plan of publishing all manuscripts from the various bureaus under one series seems preferable to having a separate series for each bureau.

DEC 23 1922

In general I believe it is best to have just as few separate lines of publications as possible. While the subject matter of these announcements varies according to the bureau from which issued, they all are of the same general character in being announcements by the D of A in regard to its Service And Regulatory work; and as such I believe it would be preferable to combine them into one numbered series. HAYNES

SECRETARY'S MEMORANDUM NO. _____

Amending Administrative Regulation No. 160.

All bulletins, circulars and reports of the Department shall be included in four numbered series:

1. Farmers' Bulletins. Farmers' Bulletins shall be concise specific statments regarding subjects coming properly within the range of the Department activities. Recommendations and directions for procedure in modern farm practices are especially desired. These bulletins should be short, usually from eight to sixteen pages.

2. Department Bulletins. Department Bulletins shall be descriptions or discussions of facts or conditions of importance to agriculture. They shall contain primarily the results of the experimental work of the Department or reports and articles written by Department writers presenting information of special value to agricultural investigators, teachers, students and operators.

3. Department Circulars. Department Circulars shall include administrative reports of the Office of the Secretary and Bureaus and Offices of the Department, regulatory announcements, Yearbook separates, and such material as is not suitable for publication in either the Department Bulletin or Farmers' Bulletin Series, and yet lends itself well to the regular octavo size of publication.

4. Miscellaneous Circulars. Miscellaneous Circulars shall include those publications of the Department of a miscellaneous type which do not fall within the divisions of Farmers' Bulletins, Department Bulletins, or

Amending Administrative Regulation No 164.

Department Circulars, or which are of other than regular octavo size.

No manuscript will be approved for publication in the Farmers' Bulletin, Department Bulletin or Department Circular Series unless it is to be published in the regular octavo size. Neither will any manuscripts be published in any other than the regular octavo size except in most unusual cases and then only as approved by the Assistant Secretary. All such publications will bear a number of the Miscellaneous Series.

~~ROUGH~~

SECRETARY'S MEMORANDUM NO. ____

Amending Administrative Regulation No 160.

All bulletins, circulars and reports of the Department shall be included in four numbered series:

1. Farmers' Bulletins. Farmers' bulletins shall be concise ~~specific~~ statements regarding subjects coming properly within the range of the Department activities. ~~Statements of specific talks~~ Recommendations and directions for procedure in modern farm practices are especially desired. These bulletins should be short, usually from eight to sixteen pages.

2. Department Bulletins shall be descriptions or discussions of facts or conditions of importance to agriculture. They shall contain primarily the results of the experimental work of the Department or reports and articles written by Department writers presenting information of special value to agricultural investigators, teachers, students and operators.

3. Department Circulars. ~~This series~~ shall include administrative reports of the Bureaus and Offices ~~or of the Office~~ of the Secretary, regulatory announcements, Yearbook separates, and such material as is not suitable for publication either in the Department Bulletin Series or ~~in the~~ Farmers' Bulletin Series, and yet lends itself well to the regular octavo size of publication.

4. Miscellaneous Circulars. This series shall include those publications series of the Department of a miscellaneous type which do not fall within the division of Farmers' Bulletins, Department Bulletins or Department Circulars, or which are of other than regular octavo size.

Regulations governing publication of Department Bulletins and Circulars.

Regulation 1. Authority for publication. The Secretary of Agriculture is authorized by law to publish, or cause to be published, such bulletins as may be necessary to carry out the work of the Department of Agriculture.

Reg. 2. Publication of bulletins. Bulletins may be published as a result of investigations in any of the lines of work authorized by law, and may be published in such form and manner as may be best adapted for distribution.

Reg. 3. Publication of manuscript. Manuscript submitted for publication must be in the form approved by the Secretary of Agriculture, and must be accompanied by a statement from the author that the subject matter has not been published elsewhere, except as it may appear in proof form.

Reg. 4. Publication of articles by persons outside of Department. Articles by persons outside of the Department will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 5. Publication of articles by Department officers. Articles by officers of the Department will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 6. Publication of articles by collaborators. Articles by collaborators will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 7. Publication of articles by employees of Weather Bureau. Articles by employees of the Weather Bureau will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 8. Publication of articles by employees of Bureau of Animal Industry. Articles by employees of the Bureau of Animal Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 9. Publication of articles by employees of Bureau of Plant Industry. Articles by employees of the Bureau of Plant Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 10. Publication of articles by employees of Forest Service. Articles by employees of the Forest Service will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 11. Publication of articles by employees of Bureau of Chemistry. Articles by employees of the Bureau of Chemistry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 12. Publication of articles by employees of Bureau of Soils. Articles by employees of the Bureau of Soils will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 13. Publication of articles by employees of Bureau of Entomology. Articles by employees of the Bureau of Entomology will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 14. Publication of articles by employees of Bureau of Biological Survey. Articles by employees of the Bureau of Biological Survey will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 15. Publication of articles by employees of Bureau of Public Roads. Articles by employees of the Bureau of Public Roads will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 16. Publication of articles by employees of Bureau of Home Economics. Articles by employees of the Bureau of Home Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 17. Publication of articles by employees of Bureau of Agricultural Economics. Articles by employees of the Bureau of Agricultural Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 18. Publication of articles by employees of Bureau of Agricultural Engineering. Articles by employees of the Bureau of Agricultural Engineering will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 19. Publication of articles by employees of Bureau of Dairy Industry. Articles by employees of the Bureau of Dairy Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 20. Publication of articles by employees of Bureau of Animal Industry. Articles by employees of the Bureau of Animal Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 21. Publication of articles by employees of Bureau of Plant Industry. Articles by employees of the Bureau of Plant Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 22. Publication of articles by employees of Forest Service. Articles by employees of the Forest Service will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 23. Publication of articles by employees of Bureau of Chemistry. Articles by employees of the Bureau of Chemistry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 24. Publication of articles by employees of Bureau of Soils. Articles by employees of the Bureau of Soils will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 25. Publication of articles by employees of Bureau of Entomology. Articles by employees of the Bureau of Entomology will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 26. Publication of articles by employees of Bureau of Biological Survey. Articles by employees of the Bureau of Biological Survey will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 27. Publication of articles by employees of Bureau of Public Roads. Articles by employees of the Bureau of Public Roads will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 28. Publication of articles by employees of Bureau of Home Economics. Articles by employees of the Bureau of Home Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 29. Publication of articles by employees of Bureau of Agricultural Economics. Articles by employees of the Bureau of Agricultural Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 30. Publication of articles by employees of Bureau of Agricultural Engineering. Articles by employees of the Bureau of Agricultural Engineering will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 31. Publication of articles by employees of Bureau of Dairy Industry. Articles by employees of the Bureau of Dairy Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 32. Publication of articles by employees of Bureau of Animal Industry. Articles by employees of the Bureau of Animal Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 33. Publication of articles by employees of Bureau of Plant Industry. Articles by employees of the Bureau of Plant Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 34. Publication of articles by employees of Forest Service. Articles by employees of the Forest Service will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 35. Publication of articles by employees of Bureau of Chemistry. Articles by employees of the Bureau of Chemistry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 36. Publication of articles by employees of Bureau of Soils. Articles by employees of the Bureau of Soils will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 37. Publication of articles by employees of Bureau of Entomology. Articles by employees of the Bureau of Entomology will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 38. Publication of articles by employees of Bureau of Biological Survey. Articles by employees of the Bureau of Biological Survey will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 39. Publication of articles by employees of Bureau of Public Roads. Articles by employees of the Bureau of Public Roads will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 40. Publication of articles by employees of Bureau of Home Economics. Articles by employees of the Bureau of Home Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 41. Publication of articles by employees of Bureau of Agricultural Economics. Articles by employees of the Bureau of Agricultural Economics will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 42. Publication of articles by employees of Bureau of Agricultural Engineering. Articles by employees of the Bureau of Agricultural Engineering will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 43. Publication of articles by employees of Bureau of Dairy Industry. Articles by employees of the Bureau of Dairy Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 44. Publication of articles by employees of Bureau of Animal Industry. Articles by employees of the Bureau of Animal Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 45. Publication of articles by employees of Bureau of Plant Industry. Articles by employees of the Bureau of Plant Industry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 46. Publication of articles by employees of Forest Service. Articles by employees of the Forest Service will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 47. Publication of articles by employees of Bureau of Chemistry. Articles by employees of the Bureau of Chemistry will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 48. Publication of articles by employees of Bureau of Soils. Articles by employees of the Bureau of Soils will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 49. Publication of articles by employees of Bureau of Entomology. Articles by employees of the Bureau of Entomology will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

Reg. 50. Publication of articles by employees of Bureau of Biological Survey. Articles by employees of the Bureau of Biological Survey will be published as bulletins only when they contain matter relating to the work of the Department and when the Secretary of Agriculture shall deem their publication necessary.

No manuscript will be approved for publication in the Farmers' Bulletin, Department Bulletin or Department Circular Series unless it is to be published in the regular octavo size. Neither will any other manuscripts be published in any other than the regular octavo size except in most unusual cases and only as approved by the Assistant Secretary. Such publications will bear the serial number of the Miscellaneous Series.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

X

October 29, 1921.

Memorandum for Mr. Everard.

Dear Mr. Everard:

Referring to your memorandum concerning revision of the Administrative Regulations, I would suggest the elimination of paragraph 225 on page 146 as it is no longer in accord with our practice.

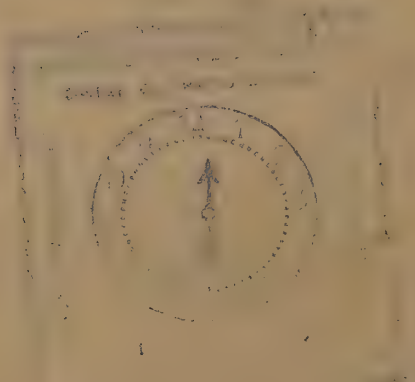
I believe paragraph 226 should be amended to read about as follows:-

> "All requests or correspondence from all sources for exhibits or participation by the Department in expositions, fairs, etc. shall be referred to the Office of Exhibits, which, after consultation with officials interested, will develop and carry on the work under the direction of the ~~Assistant Secretary in charge of publication activities~~ Chief of the Division of Publications".

Very truly yours,

Joseph W. Hiscox

Joseph W. Hiscox,
Assistant in Charge of Exhibits.



UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

A

October 21, 1921.

MEMORANDUM FOR MR. EVERARD.

Dear Mr. Everard:

In accordance with your memorandum of October 14 we have gone over that part of the Administrative Regulations that has to do with publication and informational work and find that there is no mention made of the work now being done by the A, D & M Section and we are therefore submitting herewith for inclusion in the Regulations a brief outline of the work done in this section and the method to be followed in ordering work done.

Under paragraph 172 of the revised Administrative Regulations of August 1, 1918, mention is made of certain circulars of information, etc., which were to be mailed from the document section of this Division. In as much as the work referred to in this paragraph is done in the A, D & M Section and that there is no document section of the Division of Publications, we have included this change to be inserted under the A, D & M Section.

Very truly yours,

C. E. Brace

Assistant in Charge,
Addressing, Duplicating & Mailing.

## ADDRESSING, DUPLICATING AND MAILING SECTION.

Multigraph and Mimeograph Work. -- In submitting copy for Multigraph or Mimeograph work to be done, requisition for PI 22 should be used. This procedure should be followed in ordering any class of work shown on requisition. The requisition should be made out in duplicate and numbered by the bureau ordering work done, one copy of requisition to accompany the work and one copy to be retained by bureau ordering. Stock will be furnished by the Division of Publications and statement of the cost of stock used for each bureau will be rendered monthly for payment by transfer of funds through Treasury Department. Estimate carefully the number of copies needed particularly in Multigraph work, the forms for which are assembled in type and can not be kept standing indefinitely. Owing to the vast amount of work devolving upon this Division which under the consolidation of addressing, duplicating and mailing is performed for the Department as a whole, it is imperative that all copy for Multigraph work be carefully edited as the time lost in making changes in copy after type has been set retards the expeditious handling of the work.

Orders, instructions, notices and circulars of information, including publications to be distributed to foreign countries will be mailed from the Addressing, Duplicating and Mailing Section.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

October 27, 1921.

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
P

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

Mr. L. C. Everard,
Acting Chief,
Division of Publications.

Dear Mr. Everard:

Complying with your memorandum of October 14, following are my recommendations for changes of the Administrative Regulations.

Paragraph 163, last sentence, should read: "All matter for the Weekly News Letter shall, before being issued, have the approval of the chief of the bureau in which the information originated, and of any other bureau or bureaus of the Department directly concerned with its subject matter. Such matter shall also, before being issued, have the approval of the Secretary or of some other official to whom he may, from time to time, delegate authority to pass on such matters."

Paragraph 177, Articles for News Syndicates, should be dropped from the Administrative Regulations and a paragraph reading as follows substituted: "177. Informational Material for Dissemination to the Press. The Press Service will be the medium through which material prepared in popular form will be released to the press or to such news syndicates as supply matter of that character in plate and ready print form to the newspapers. The chief of each bureau shall designate a member of his staff to cooperate with the Press Service in the gathering and preparation of such articles which, prior to issue, shall be approved by the chief of the bureau and by the Secretary or other official to whom he may delegate such authority."

The above recommendations are made in order that the Administrative Regulations may be revised to date so far as they deal with the work of this section. However, it should be borne in mind that there are plans afoot which will render it necessary to make further revisions of the paragraphs mentioned above. The plans referred to will be put into operation, I understand, on the first of January. I think it improbable that the work incident to issuing the Administrative Regulations, revised to date, will have progressed to such an extent by January 1 that inconvenience will be caused by deferring recommendations, covering these contemplated changes, until that date.

Very sincerely yours,

Dixon Merritt

Assistant in Charge,
Press Service.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

October 21, 1921.

Mr. L. C. Everard,
Acting Chief,
Division of Publications.

Dear Mr. Everard:

Referring to your memorandum of October 14, the only alterations in the Administrative Regulations that appear to me to be necessary would be to take account of the change in the manner of administrating the motion picture work. When the present regulations were adopted, the motion picture work was a part of the Office of the Secretary, and the assistant in charge of motion picture activities reported to the Assistant Secretary in charge of publication activities. Now the motion picture work is part of the Division of Publications, and the assistant in charge of motion pictures reports to the Chief of the Division of Publications. There is no longer a "committee on motion picture activities."

Very truly yours,

J W Pearson

Assistant in Charge
Motion Pictures.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
D

October 19, 1921.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR MR. EVERARD.

Dear Mr. Everard:

Referring to your memorandum of October 14, I submit the following suggestions:

Add under Paragraph 172, Page 114, "In accordance with Regulation No. 10 of the Joint Committee on Printing no private individual or corporation will be sent more than fifty copies of any individual publication.

Paragraph 178, Page 117, 2d paragraph, first line after word "and" and before the word "copies, I suggest that 250 be struck out and the number 200 inserted.

Very truly,

Thomas J. Kearney

Superintendent of Distribution.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

October 14, 1921.

Dear Mr --- :

A revision of the Administrative Regulations is being considered and I should like to have from you, by the 25th of this month at the latest, any suggestions for changes or additions. Please go over the present regulations carefully and make sure no opportunity is missed for improving the present practice or bringing up the regulations to harmonize with what we are now doing.

Very sincerely yours,

(Signed) L. C. Everard,

Acting Chief of Division.

Sent to -

Mr. Cleary.
Mr. Bracey.
Mr. Spencer.
Mr. Merritt.
Mr. Hiscox.

Mr. Stevenson. States nothing by 'phone. AS.
Mr. Perkins.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

REGRET DELAYED
PUBLICATIONS
MOTION PICTURES
EXHIBITS

Ref No. ---- :

Send to -

(Signed) L. O. Howard.

Mr. Gilbert.
Mr. Morgan.
Mr. Spencer.
Mr. Merritt.
Mr. Hinds.

Mr. Stevenson. Study and return for files.
Mr. Jarvis.

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P-1-13

DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS

MEMORANDUM

10-18 10/15/21.

Everard

Mr. Demaree

I don't think the regulations interfere with any of our present practices.

F.K.V.S.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

October 14, 1921.

Mr. F. H. Spencer,

Acting Chief Clerk.

Dear Mr. Spencer:

A revision of the Administrative Regulations is being considered and I should like to have from you, by the 25th of this month at the latest, any suggestions for changes or additions. Please go over the present regulations carefully and make sure no opportunity is missed for improving the present practice or bringing up the regulations to harmonize with what we are now doing.

Very sincerely yours,

L. C. Everard

Acting Chief of Division.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 28, 1921.

MEMORANDUM NO. 343.

Handling of Manuscripts.

To facilitate the publication of manuscripts and to effect economies in printing, please note the following: the following instructions should be followed:

1. Authors will be expected to prepare their manuscripts, with the understanding that once the manuscript leaves the author's hands it is in final form and not subject to further changes of text in galley or page proof. With the adoption of this policy it will be necessary that authors consult workers on related subjects in other bureaus before finally submitting their manuscript for publication, and all matters as to which there are differences of opinion must be settled in advance.

2. Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and given an opportunity to see the manuscript if desired. If requests to see the manuscript are received, the originating bureau will be called upon to furnish not to exceed two additional copies.

3. Clean copy greatly facilitates prompt publication and reduces the danger of errors, therefore, extensive additions or corrections in script should be avoided.

4. So far as possible, Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Due regard will be given to adequate treatment of the subject but it is believed that bulletins can be confined to these limits.

Will you please bring this memorandum to the attention of all members of your bureau who are engaged in the preparation or editing of manuscripts.

Henry A. Wallace

Secretary.

Office of the Assistant Secretary.

October 25, 1921.

MEMORANDUM FOR BUREAU CHIEFS

Dear Mr. Cotton:

Attached you will find a memorandum which went to the Division of Publications today.

Sincerely,

Assistant Secretary.

October 21, 1921.

MEMORANDUM FOR J. L. COBBS
Chief, Division of Publications.

Dear Mr. Cobbs:

Where an author or a bureau editor, with the approval of the bureau chief, makes request for the printing of Department publications in a specific form you are requested to get the approval of the bureau chief or his authorized representative for any changes made. This applies to the wording, as well as to the arrangement. In case no agreement can be reached by you and the bureau, the matter is to be taken up with the Assistant Secretary.

Sincerely,

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 23, 1921.

MEMORANDUM NO. 363

Submission of Manuscripts.

To make certain a proper and full consideration of manuscripts submitted from the various bureaus for publication by the Department, chiefs of bureaus ~~hereafter~~ will submit all manuscripts to the Assistant Secretary, accompanied by a statement as follows:

"I transmit herewith a manuscript entitled _____, which I have personally read and which I urgently recommend for publication as a _____(Farmers' Bulletin, Department Bulletin, Professional Paper of the Department Bulletin Series, or Department Circular.) My reasons for recommending its publication at this time are _____."

The letter of transmittal also should show briefly but pointedly:

(1) The authority under which the work reported in the manuscript was done.

(2) The purpose of the publication.

(3) The need for it.

(4) Information contained heretofore unpublished.

(5) The present availability of information on the subject.

(6) Its timeliness (particularly if a popular bulletin.)

(7) The suggested distribution of the publication.

The Public Printer, at the request of the Joint Committee on Printing, is returning many manuscripts. We must be certain that the publication of a manuscript is necessary before we send it to the printer, and be able to support our action in an effective manner. The first responsibility lies with the chief of the bureau. He should personally inform himself of the details of all manuscripts offered on work placed in his charge. The pointed summary of reasons will enable the Department to give all manuscripts more intelligent consideration.

Henry C. Wallace
Secretary

OFFICE OF THE ASSISTANT SECRETARY

October 19, 1922.

MEMORANDUM FOR BUREAU CHIEFS

In the past it has been the custom to print Department publications in 10-point leaded type. It was found that a considerable saving, amounting to approximately 15 per cent, could be made by using 10-point solid instead of 10-point leaded type. The bulletins printed in solid type look quite as well as those printed in leaded type and they are little if any more difficult to read. In order to effect the large saving mentioned, the Secretary has ordered that 10-point solid type be generally used in Department publications in the future. In one and two page, or other publications where no saving will result from the use of solid type, leaded type may be used.

The most economical pamphlets are those which contain 16, 32, 48 and 64 pages. The next most economical are those containing 20, 24, 36, 40, 52, 56 and 68 pages. The least desirable are those containing 12, 28, 44, and 60 pages. If we submit manuscripts which when printed will contain the number of pages indicated in the last group, or if the number of pages is not a multiple of four, the bulletin will appear with one or more blank pages thus causing waste.

Will you please instruct your authors and editors to watch very carefully the number of pages in bulletins? With a little calculation, making allowance for illustrations, it will be possible for them to determine very nearly how many pages of printed matter each manuscript will make. A solid bulletin page of 10-point solid type runs about 648 words to page; 10-point leaded about 528 words; 8-point leaded about 579 and 8-point solid about 1005 words.

Authors should be asked to reduce their manuscripts so that when printed the number of pages, including the title page, will be the most economical division of a signature, as shown above. If it is impossible to reduce a manuscript, then useful material may be added by the author or by the editor with the consent of the author, so that the greatest possible use will be made of the paper. Reduction is possible in most instances, and to the advantage of the bulletin.

Sincerely,

Assistant Secretary.

Mr. A. Zappone,
Div. of Accounts and Disbursements

OFFICE OF THE ASSISTANT SECRETARY

November 3, 1921.

DIVISION OF PUBLICATIONS

SUGGESTED CHANGES IN ADMINISTRATIVE REGULATIONS.

1. All formal publications of the Department except those listed in paragraph 2 will be issued in the following series:

a. Department Bulletins. Department bulletins shall be popular or semitechnical descriptions or discussions of facts or conditions of importance to agriculture. Papers that are essentially for the purpose of furthering agricultural propaganda and departmental policies will also be included.

b. Professional Papers of the Department Bulletin Series. The Professional Papers series of the department bulletins shall contain those bulletins which present new information on subjects related to agriculture in technical or professional language.

Style and Size of Editions of Department Bulletins. The fullest consideration must be given to economy in determining the style of department bulletins, including typography, paper, illustrations, number of copies issued, binding, etc. Editions must be limited to a small number in excess of what is required for immediate distribution. (Department bulletins of both series should be kept within the limits of 48 pages so far as possible)

c. Department Circulars. Department Circulars shall be concise statements, generally in popular style, issued to meet some emergency or to supply information needed at the time of issue by industry or agriculture.

d. Farmers' Bulletins. Farmers' Bulletins shall be concise, simple, specific statements regarding subjects coming properly within the range of the department's activities. Statements of specific directions for procedure in modern farm practice are especially desired. These bulletins should be short, usually from 8 to 16 pages, (and only in extraordinary cases exceeding 32 pages.)

2. The following publications will not be included in the Departmental series:

a. The annual reports and other publications and reports required by statute.

b. The Yearbook, The Journal of Agricultural Research, The Experiment Station Record, ~~Monthly Weather Review~~, North American Fauna of the Bureau of Biological Survey, Seed and Plant Introduction Inventory of the Bureau of Plant Industry, and the "Lists" of the Division of Publications, which are specialized serial publications.

c. ~~The Weekly News Letter~~, the ~~Monthly Crop Reporter~~, the Service and ~~Regulatory Announcements~~, the ~~Seed Reporter~~, and Food Surveys.

d. Office circulars and any special circulars, whether printed or mimeographed. These should be numbered in inconspicuous type, and at least two copies forwarded to the document collection of the main library at the time of issue.

3. Character of Papers Submitted for Publication. Bureau chiefs should submit for publication from their bureaus only such papers as are in accordance with the general policy that papers issued by the department, whether of a propaganda, a descriptive, or an investigational character, shall possess a definite constructive value in relation to the essential problems of agriculture.

4. Corrections and Alterations in Proof. Every effort must be made to reduce to a minimum the charge against the printing fund due to authors' corrections and alterations in galley and page proofs. The necessity for alteration in proof would be practically avoided if all manuscripts or copy were carefully edited, revised, and otherwise perfected before submission for printing. Only such changes as are absolutely necessary should be made in the proof. When a manuscript has advanced to galley or page proof, ordinarily it is too late to undertake to improve the language, form of expression, capitalization, paragraphing, etc.

The Style Book of the Government Printing Office is the standard for all branches of the Government and should be followed in the department. (Where slight deviations from the Government Printing Office style are desired, these should be plainly marked in the manuscripts; if this is not done, and the matter is set according to the style, the proof should not be changed.)

5. Illustrations. To prevent duplication of work, authors of contemplated illustrated articles should, so far as practicable, submit the outlines of proposed illustrations to the section of illustrations of the Division of Publications, which will prepare the drawings and photographs necessary to meet the requirements of reproduction.

Only illustrations which elucidate the text will be used, the number in each publication being subject to the approval of the Chief of the Division of Publications.

6. Covers for Publications. Excepting such publications as may be considered to be ephemeral in nature, department bulletins of 32 pages or over shall carry manila covers( ) If, in the opinion of the chief of the bureau, any bulletin of less than 32 pages deserves a cover for some special reason, the matter should be presented to the Chief of the Division of Publications for decision.

7. Reference to Commercial Institutions or Private Enterprises in Department Publications. It is contrary to the policy of the department to refer by name in any of its publications to commercial institutions or private enterprises. The purpose of this policy is to avoid the use of the department as a medium for advertising. To this end, and in order to avoid any complications which later might arise, when any branch of the department enters into cooperation with such an institution or enterprise it should be explicitly understood at the time the work is commenced that no reference will be made by name to the cooperating institution or enterprise, or to any individual connected therewith, in anything published by the department.

8. Annual Report of the Secretary. The Secretary shall annually make a general report of his acts to Congress (R. S., sec. 528.) This report will deal with such matters as the Secretary may desire to submit to the President and to Congress.

The manuscript will be furnished to the Public Printer not later than November 15, and the final proof returned to the Public Printer not later than November 20.

9. Annual Reports of Chiefs of Bureaus. The chiefs of bureaus shall annually make a report to the Secretary for transmission to Congress. (R. S., sec. 528.) This report will deal only with the work performed and results accomplished during the fiscal year. Manuscripts of these reports must be submitted to the Secretary not later than September 30. The Secretary will decide whether they shall be printed. Manuscripts of those which are to be printed shall be furnished to the Public Printer not later than October 15. The final proof must be returned to the Public Printer not later than November 10.

10. Yearbook of the Department. The Yearbook of the department will contain a general report of the operations of the Department and such papers, accompanied by suitable illustrations, as shall, in the opinion of the Secretary, be specially suited to interest and instruct the farmers of the country.

11. Journal of Agricultural Research. Papers for the Journal of Agricultural Research shall be concise reports of the essential data and conclusions of original research of direct or indirect importance to agriculture. Historical introductions, as well as bibliographies, must be reduced as far as is consistent with clearness. In general, an article should not be more than 10 to 12 pages in length.

12. Weekly News Letter. The Weekly News Letter ~~shall be a weekly~~ summary in popular form of the more important practical discoveries and recommendations of all bureaus of the department, and also shall include sufficient additional matter relative to general policy, program, and progress of work on projects to enable the average reader to utilize intelligently the facilities of the department. It shall be a medium for making announcements of important changes in policy or organization and of giving circulation to other matters of kindred nature. It is designed for all persons directly concerned in the work of the Department of Agriculture and for those working in collaboration with the department. All matter for the Weekly News Letter shall, before being issued, have the approval of the chief of the bureau in which the information originated, and of any other bureau or bureaus of the Department directly concerned with its subject matter. Such matter shall also, before being issued, have the approval of the Secretary or of some other official to whom he may, from time to time, delegate authority to pass on such matters.

13. ~~Monthly~~ Crop ~~Reporter~~. ~~The Monthly Crop Reporter~~ will contain statistical data relating to agriculture, including estimates of acreage, condition, yield, production, and prices and value of crops and live stock, in the form of tabular statements and such text summaries and comments as are necessary for their interpretation.

14. Service and Regulatory Announcements. Service and Regulatory Announcements shall contain such notices of judgment, decisions, and other information as may be necessary in the enforcement of regulatory acts. These announcements shall be printed in standard bulletin form and size, bearing the name of the bureau, the number of the publication, and date of issue, and the words "Service and Regulatory Announcements."

Service and Regulatory Announcements will be issued only as may be required to comply with the law. Issuance of regular service and regulatory announcements will not supersede the publication, in other forms, of notices of judgment, quarantine, decisions, orders, or other announcements requiring immediate publication or which are necessary for the proper enforcement of the regulatory acts. Where individual publications are essential, however, they will be printed in bulletin size and the type held for reprinting in the service announcements.

15. Manuals and Handbooks. When it is proposed to publish a voluminous manual, handbook, or treatise relating to any phase of the agricultural industry, the matter should be submitted to the Assistant Secretary in charge of publication activities for his approval before actual preparation of the manuscript is undertaken. An outline should also be prepared for the Assistant Secretary's information indicating in general terms the proposed treatment of the subject, its probable size, the number and character of illustrations, and such other information regarding its scope and purpose as will permit intelligent consideration of the matter.

16. Reference Lists. To facilitate the use of the publications of the department classified reference lists will be issued in both the Farmers' Bulletin series and the Department Bulletin series.

The back covers or available blank pages of bulletins will be used for the printing of reference lists of publications of the Department on subjects related to those covered by the bulletins on which the lists appear.

Manuscript submitted for publication in bulletin form should be accompanied by lists of available Department publications prepared in the originating bureau.

17. Examination of Manuscripts and Proofs. The following procedure shall be observed in the handling of manuscripts submitted for publication:

a. With the exception of material for the Journal of Agricultural Research, all manuscripts, after being carefully edited by the bureau editor, shall be submitted, together with accompanying illustrations, to the Chief of the Division of Publications, to be reviewed for department policy, constructive criticism, and classification. Each

manuscript should be accompanied by an explanation of the need for publication, recommendation as to classification, and a detailed statement concerning distribution and the edition desired. (See par. 4 of these regulations.) The Chief of the Division of Publications shall call to the attention of the Director of Information all matters which are of an unusual character or concerning which no regulation has been made.

b. All manuscripts intended for publication in the Journal of Agricultural Research shall be examined by the special editorial committee appointed for that purpose.

c. Immediate consideration shall be given by chiefs of bureaus to all manuscripts or proofs referred to them for examination, which must be returned to the chief of the Division of Publications within three days after receipt, with recommendations or criticisms.
(See "Outside publication," Par. 19 of these regulations.)

18. Editorial Committee of the Journal of Agricultural Research. The selection of articles for publication in the Journal, all matters pertaining to its management, and the decision as to the separates to be reprinted therefrom, are vested in a special editorial committee appointed by the Secretary.

19. Material for Outside Publication. Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks and similar publications upon special subjects connected with the work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after approval by the Assistant Secretary. A definite outline of each such contemplated publication should be submitted to the Assistant Secretary by the chief of the bureau, with his recommendation. The same procedure will govern the preparation of articles by employees of the department on subjects relating to the work of the department which are intended for publication in outside journals and magazines, with this exception: Manuscripts of articles themselves must be submitted to the Director of Information, through the chiefs of bureaus. He will determine whether it is necessary to refer them to the Assistant Secretary for consideration, and, if such reference is not deemed necessary, will approve or disapprove their publication. This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, upon the approval of such articles by the district or State supervisory officer. Such officers should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles prepared by them are published in outside journals or papers.

Books or articles prepared or proposed to be prepared by employees of the department on subjects not related to the work of the department are not contemplated in the foregoing, and the same rules will govern the granting of permission to do such work as for doing other kinds of outside work. (See pars. ? and ? of these regulations.)

20. Supervision of Distribution. The Chief of the Division of Publications shall have supervision of the distribution of all publications of the department, although the actual mailing of such publications will take place at the Government Printing Office.

To mail publications to an individual, a request, approved by the chief of the bureau, or person designated by him, and accompanied by the necessary addressed franks, should be made on the Division of Publications. This request will be forwarded to the office of the Superintendent of Documents, where the publications will be mailed, and the request returned through the Division of Publications to the office issuing the same, where it may be filed with the correspondence concerning it.

Orders, instructions, decisions, notices, and circulars of information, including publications to be distributed to foreign countries, will be mailed from the addressing, duplicating, and mailing section of the Division of Publications.

No private individual or corporation will be sent more than fifty copies of any one publication. (See par. ~~12~~ 33 of Regulations ~~10~~ 12 of the Joint Committee on Printing.)

21. Complimentary Notices. No publication of any kind distributed shall contain any notice that the name is sent "with the compliments" of an officer of the Government, or with any special notice that it is so furnished, but an acknowledgement of its receipt may be requested.

22. Preference in Distribution. In the distribution of the regular publications of the department (excepting Farmers' Bulletins, emergency circulars, or circulars of general interest, which are issued in large editions and are distributed by regular mailing lists and to miscellaneous applicants) within the United States, Canada, Cuba, and Mexico, preference should be given to libraries, educational and scientific institutions, the press, State, Federal, and foreign officials connected with agriculture, exchanges, and those persons rendering tangible service to the department, either by active cooperation or special correspondence, or those particularly interested in the work. Miscellaneous applicants will be furnished with copies as long as the supply lasts, after which such applicants should be informed that the publications can be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C., and should be advised the price at which the publications may be obtained.

23. Distribution of Service and Regulatory Announcements. The number of persons carried on the mailing list to receive copies of announcements free should be reduced to the least possible, or legal, minimum, and, as far as practicable, not more than one copy should be sent to any individual. The Superintendent of Documents is authorized to establish a subscription price for these announcements, single number and bound volume, in order to supply any demand beyond that covered by the free distribution.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE DIRECTOR OF INFORMATION

January 21, 1922.

Mr. Pugsley:

So many changes will be necessary in these Administrative Regulations referring to publication and information work, in view of the reorganization, that I do not see how we can make the changes on any basis of permanency until the reorganization is completed. Mr. Zappone tells me that he would like to have the revised copy on publication and information work in about two weeks. He said, however, that the other material was developing slowly and that it might be several months before it would be ready for the printer. It seems to me that a mere tentative revision on the basis of the present status of things would be of little value, and if necessary, I think the publication of the new Administrative Regulations should be delayed until our policies with regard to the various matters are shaped.

Harlan Smith.

24. Distribution of the Journal of Agricultural Research and Its Separates. The free distribution of the entire Journal is confined to agricultural colleges, technical schools, experiment stations, libraries of large universities, Government depositories, and such institutions as make suitable exchanges with the department. No copies whatever are available for free distribution to individuals.

Separates of the different papers appearing in the Journal are usually available for distribution within a short time after the number of the Journal containing the articles is issued. Each bureau of the department controls the distribution of the reprints emanating therefrom, except that 100 copies are sent to authors for personal distribution. The number of reprints is limited to 1,500, including the author's copies. A mailing list of institutions and special individuals interested only in certain technical subjects is kept on file, to whom appropriate reprints of the Journal are distributed. The regulations governing the distribution of technical bulletins will also govern the distribution of the separates from the Journal.

25. Informational Material for Dissemination to the Press. The Press Service will be the medium through which material prepared in popular form will be released to the press or to such news syndicates as supply matter of that character in plate and ready print form to the newspapers. The chief of each bureau shall designate a member of his staff to cooperate with the Press Service in the gathering and preparation of such articles which, prior to issue, shall be approved by the chief of the bureau and by the Secretary or other official to whom he may delegate such authority.

26. Mailing of Publications Within the United States. In submitting manuscripts of publications chiefs of bureaus shall indicate on the appropriate form, by the use of key numbers, the particular portions of their mailing lists (now in the possession of the Government Printing Office) to be covered by the distribution. The Chief of the Division of Publications will transmit this key of distribution, with full instructions to the Public Printer at the time the request for printing goes forward, in order that the publications when issued may be promptly mailed from the Government Printing Office.

The author's quota of publications and 200 copies for the use of the originating bureau will be issued as heretofore by the Division of Publications, and that division will keep on hand a limited supply of all publications for the use of the bureaus in their official work, but not for mailing, except where it is necessary to transmit the publication with a letter.

27. Bureau Foreign Mailing Lists. The bureaus may maintain foreign mailing lists for their respective publications, but no list shall exceed 225 names (without permission of the Secretary), nor shall the number of individuals appearing thereon exceed 10 per cent of the total number of addresses on the list. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all foreign addresses may be maintained in the library.

28. Additional Copies to Foreign Addresses. In addition to the lists mentioned in paragraph 27, each bureau may send to foreign countries monthly the number of publications set opposite its name in the following table, and requests submitted in accordance therewith will be honored by the Chief of the Division of Publications:

| | |
|---|---|
| Bureau of Animal Industry | 75 |
| Bureau of Biological Survey | 75 |
| Bureau of Chemistry | 75 |
| Bureau of Entomology | 75 |
| Bureau of Markets and Crop Estimates | 225 |
| Bureau of Plant Industry | 75 |
| Bureau of Public Roads | 30 |
| Bureau of Soils | 75 |
| Division of Publications | 10 |
| Forest Service | 125 |
| Library (for library publications) | 10 |
| States Relations Service | 75 |
| Weather Bureau | — |
| Total | |

An unused credit from one month may be carried over and used in a succeeding month. In case the publications are furnished by the bureaus, and not taken from the stock of the Division of Publications, the method of procedure will be the same. The miscellaneous orders for the sending of publications shall be made out in duplicate and forwarded to the Division of Publications, where a record will be kept of the number of publications sent, the date forwarded, and the postage required. The original copy shall be retained in the Division of Publications and the duplicate in the bureau concerned.

29. Revision of Foreign Mailing Lists. All foreign mailing lists should be revised at least once in two years.

30. Library Mailing Lists. The library of the department will maintain (1) a list of foreign libraries and institutions ("Library list") which receive all the publications of the department; (2) lists of libraries and institutions which receive regularly the Yearbook and the Farmers' Bulletins; and (3) an exchange list to which is sent regularly the monthly list of publications of the department. No general consular list will be maintained, and any distribution to these officials must be specially arranged for each publication that it is desired to send.

31. Miscellaneous Foreign Requests, including requests for publications selected from the monthly lists, received by bureaus and not from special correspondents to whom the department is under obligation to grant the request, shall be referred to the librarian of the department, who, in determining whether the applicants are entitled to receive publications free of charge, shall be governed by the regulations bearing on the distribution of publications to foreign addresses. All requests from applicants who, in the opinion of the librarian, are not entitled to receive the publications free of charge, shall be referred to the Division of Publications, and the chief of that division shall inform the applicants as to the possibility of obtaining the publications from the Superintendent of Documents.

32. Exchanges Received. When arranging exchanges with institutions, societies, and journals, the bureaus shall request that the exchanges be addressed to the library of the department, unless it is ascertained upon inquiry that the library is already receiving a sufficient number of copies.

33. International Exchange, Smithsonian Institution. All publications, except the Experiment Station Record, Service and Regulatory Announcements of interest and value to foreign countries, the Journal of Agricultural Research and reprints of articles therefrom, documents sent to reviewing journals, and those for which bureau chiefs desire prompt delivery, will be sent to addresses which can not be reached under the penalty frank - that is, all foreign countries except Canada, Cuba, Mexico, Panama Canal Zone, Shanghai, China, and the U. S. Naval Hospital at Yokohama, Japan - by means of the International Exchange through the Smithsonian Institution. The excepted publications referred to will be mailed direct from the Division of Publications under postage.

34. Requisitions. The Chief of the Division of Publications will sign all requisitions on the Public Printer for printing or binding chargeable to the printing fund of the department. No communication or papers pertaining to work chargeable to that fund will be recognized by the Government Printing Office officials unless they bear the stamp of the Division of Publications.

35. Letterheads and Printed Cards. All requisitions for the printing of letterheads will be made on the Public Printer through the Division of Publications of the department, and all printed cards required by bureaus of the department for use in the continuance of card-index systems, or in the establishment of new systems, must be procured from the Government Printing Office through the Division of Publications.

36. Expenditure of the Printing Fund. In the expenditure of the printing fund preference will be given to new publications and emergency printing, but except upon the authority of the Secretary no printing shall be ordered by the Chief of the Division of Publications in excess of the allotment to any bureau during any fiscal year.

Reprints of publications, when original editions have become exhausted, shall be ordered only upon the approval of the Chief of the Division of Publications. Applicants for publications that are exhausted will be referred by the Chief of the Division of Publications to the superintendent of documents and informed as to the price at which the publications may be purchased.

(See "Style and size of editions of department bulletins," par. 1 (b) of these regulations.)

(See "Corrections and alterations in proof," par. 4 of these regulations.)

37. Rush Orders for Printing of Forms. The quantity of blank forms on hand should be maintained uniformly so as to avoid the necessity for submitting rush orders for the printing of forms, the supply of which has become exhausted.

38. Addressing, Duplicating, and Mailing Work. In submitting copy for multigraph or mimeograph work to be done, requisition form PI-22 should be used. This procedure should be followed in ordering any class of work. The requisition should be made out in duplicate and numbered by the bureau, one copy of the requisition to accompany the work and one copy to be retained by the bureau. Stock will be furnished by the Division of Publications and a statement of the cost of stock used for each bureau will be rendered monthly for payment by transfer of funds through the Treasury Department. The number of copies needed should be estimated carefully, particularly in multigraph work, the forms for which are assembled in type and can not be kept standing indefinitely. All copy for multigraph work must be carefully edited before being submitted as the time lost in making changes in copy after type has been set retards the handling of the work.

Orders, instructions, notices, and circulars of information, including publications to be distributed to foreign countries will be mailed from the addressing, duplicating and mailing section of the Division of Publications.

39. Motion Pictures. All projects for motion pictures to be taken by or for any bureau of the department shall be submitted, through the assistant in charge of motion picture activities, to the Chief of the Division of Publications.

In order to promote economy and efficiency the following rules will be strictly observed:

a. No motion picture will be made until a definite and complete outline has been submitted and approved. Time should be allowed for the preparation of the scenario and its approval by the subject matter bureau and Chief of the Division of Publications.

b. Before a motion picture is taken, the specialist in charge of the project to be covered by the picture shall, if practicable, go over the ground in advance with the director of the picture and definitely map out the scenes.

c. In the matter of cinematography, the opinion of the photographer as to the feasibility of taking the subject, proper lighting, etc., shall be final.

d. So far as practicable, scenes not essentially related to a special region should be staged in or near the District of Columbia.

e. Films should, whenever practicable, be nonsectional and nontechnical, so that they will be adapted for wide distribution and if possible be of service to the entire department.

f. When deemed advisable, the department may manufacture positive film with the film stock and chemicals supplied by the purchaser, and sell the finished product for a price to cover actual cost of manufacture plus 10 per cent.

g. When deemed advisable, the department may, under proper safeguards, arrange to place its negatives in the custody of a commercial motion picture company for the printing of positive films for the use of the department or to be sold to authorized purchasers at a fair price per foot of positive film.

h. Negatives may be rented to a commercial distributor or producer for general circulation, under terms and conditions approved by the Chief of the Division of Publications.

i. Motion picture projection machines and cameras should be purchased only on the recommendation of the assistant in charge of motion picture activities, with the approval of the Chief of the Division of Publications.

j. All shipments of motion picture film from the city of Washington will be made from the motion picture laboratory; all incoming shipments should be consigned to the laboratory; all motion picture cameras, projectors, film, and other motion picture equipment will be held in the custody of the laboratory and under the direction of the assistant in charge of motion picture activities.

k. Expenses for travel and subsistence in connection with the taking of motion pictures will be borne by the bureaus for which the pictures are made.

40. Participation in Expositions, Fairs, etc. All requests or correspondence from all sources for exhibits or participation by the Department in expositions, fairs, etc. shall be referred to the Office of Exhibits, which, after consultation with officials interested, will develop and carry on the work under the direction of the ~~Chief of the Division of Publications.~~ and Chief in charge of Public Relations.

10-7-21.

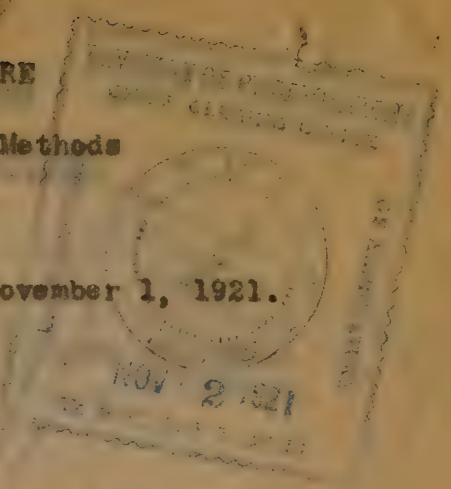
Paper Stock. Under the law the Public Printer is prohibited from accepting from the department paper stock for printing and binding chargeable to the department's allotment for public printing and binding, except in the case of envelopes which the Public Printer can not furnish.

UNITED STATES DEPARTMENT OF AGRICULTURE

Advisory Committee on Finance and Business Methods

Washington

November 1, 1921.



Mr. Jno. L. Cobbs, Jr.,

Chief, Division of Publications.

Dear Mr. Cobbs:

On October 12, 1921, a letter was addressed to you concerning a revise of the Administrative Regulations of the Department, with the request that the Advisory Committee on Finance and Business Methods be favored, on or before November 1, 1921, with an expression of views from your bureau in connection with proposed changes or additions thereto.

As no reply to this communication has been received from you it is presumed that you have no suggestions or proposed changes to submit. However, if this assumption is not correct will you kindly let me have a reply not later than November 4, 1921, and oblige.

Very respectfully,

A. Jopson

Chairman, Advisory Committee on Finance and Business Methods.

Mr. Jno. B. Cobbe, Jr.,

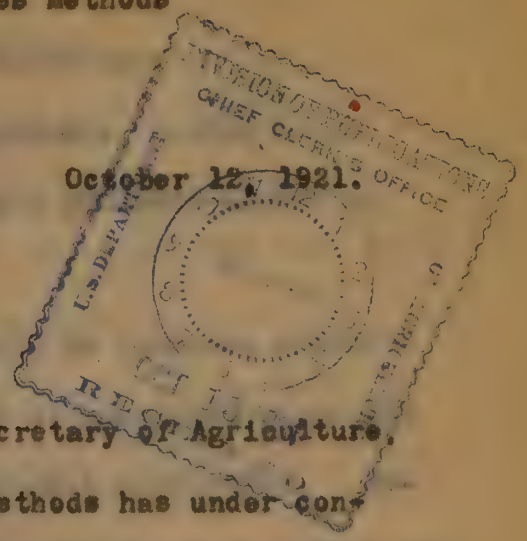
Chief, Division of Publications.

Dear Mr. Cobbe:

UNITED STATES DEPARTMENT OF AGRICULTURE

Advisory Committee on Finance and Business Methods

Washington



October 12, 1921.

Mr. John L. Cobbs, Jr.,

Chief, Division of Publications.

Dear Mr. Cobbs:

In accordance with instructions from the Secretary of Agriculture, the Advisory Committee on Finance and Business Methods has under consideration a revise of the Administrative Regulations of the Department. Before taking any action in the matter, however, the Committee would like an expression of views from your division in connection with any changes that are considered necessary or desirable in the present regulations as well as the addition of any proposed new regulations.

As it is desired to get this revise out at the earliest possible date, it will be greatly appreciated if you will let the Committee have your suggestions on or before November 1 next.

Very respectfully,

A. Gorman

Chairman, Advisory Committee on Finance and Business Methods.

Mem
313

Dear Mr. Cobbe:

In accordance with instructions from the Secretary, the Advisory Committee on Finance and Business Services has undertaken a review of the administrative regulations of the Department. Before taking any action in the matter, however, the Committee would like an expression of views from your division in connection with any changes which are considered necessary or desirable in the present regulations as well as the addition of any proposed new regulations.

As it is desired to get this service out at the earliest practicable date, it would be greatly appreciated if you will let the Committee have your suggestions on or before December 1 next.

Very respectfully,

Chairman, Advisory Committee on Finance and Business Services.

GENERAL.

150. SERIAL PUBLICATIONS.--Omit and insert the following:

All bulletins, circulars, and reports of the Department, except those listed in paragraph --- (next) shall be included in four numbered series as follows:

(a) Farmers' Bulletins. Farmers' Bulletins should be concise, specific statements in non-technical style of the present state of knowledge regarding subjects coming properly within the range of the Department activities. Recommendations and directions for procedure in modern agricultural practices are especially desired. These bulletins should be short, usually from eight to sixteen pages.

(b) Department Bulletins. Department Bulletins should be technical discussions of facts or conditions of importance to agriculture. They should contain primarily the results of the experimental work of the Department or summaries and articles written by Department writers presenting information of special value to agricultural investigators, teachers, students and operators.

(c) Department Circulars. Department Circulars should carry the less technical and more informational contributions designed for scientific and limited mailing lists.

(d) Miscellaneous Circulars. Miscellaneous Circulars should include those publications of the Department of a miscellaneous nature which do not fall within the divisions of Farmers' Bulletins, Department Bulletins, or Department Circulars, or which are of other than regular octavo size.

No manuscript will be approved for publication in the Farmers' Bulletin, Department Bulletin or Department Circular series unless it is to be published in the regular octavo size, and with the regular approved standard cover design for the series. Neither will any manuscripts be published in any other than

the regular octavo size except in most unusual cases and then only as approved by the Assistant Secretary in charge of publications. All such odd size publications will bear a number of the Miscellaneous Series.

In general it is intended that the highly technical contributions to the fundamental sciences should be published in the Journal of Agricultural Research; that the more general discussions, additions to scientific knowledge, be published as Department Bulletins; that the less technical discussions, summaries and other contributions designed for special lists, be included in the Circular Series, while the popular condensed discussions for the use of the general public be included in Farmers' Bulletin Series.

---PUBLICATIONS OTHER THAN DEPARTMENT SERIES.---The following publications will not be included in the Department series:

(a) The annual reports and other publications and reports required by statute.

(b) The Yearbook, Yearbook Separates, North American Fauna of the Bureau of Biological Survey, Seed and Plant Introduction Inventory of the Bureau of Plant Industry, and the "lists" of the Division of Publications, which are specialized serial publications.

(c) The periodical publications of the Department which have been approved by the Bureau of the Budget as follows:

The Official Record, Weather Crops and Markets, The Journal of Agricultural Research, Experiment Station Record, Monthly Weather Review, The Clip Sheet, Public Roads, and the Snow and Ice Bulletin.

(d) The Service and Regulatory Announcements, the Seed Reporter, and Food Survey.

(e) Office circulars and any special circulars, whether printed or mimeographed. These should be numbered in inconspicuous type, and at least two copies forwared to the document collection of the main library at the time of issue.

included in the Department earlier:

(a) One annual volume and other publications are regularly required by

(b) The "Journal", "Annual Bulletin", [illegible] of the Division of Publications", which are

(c) [illegible] of the Budget as follows:

(d) [illegible] and the Show and Los Bulletin.

(e) [illegible] printed or

151. No change.

152. Omit.

153. Omit and insert the following:

CORRECTIONS AND ALTERATIONS IN PROOF.-- Every effort must be made to reduce to a minimum the charge against the printing fund due to authors' corrections and alterations in galley and page proofs. The necessity for alteration in proof would be practically avoided if all manuscripts or copy were carefully edited, revised, and otherwise perfected before submission for printing. Only such changes as are absolutely necessary should be made in the proof. When a manuscript has advanced to galley or page proof, ordinarily it is too late to undertake to improve the language, form of expression, capitalization, paragraphing, etc.

The Style Book of the Government Printing Office is the standard for all branches of the Government and should be followed in the department. (Where slight deviations from the Government Printing Office style are desired, these should be plainly marked in the manuscripts; if this is not done, and the matter is set according to the style, the proof should not be changed.)

154. No change, but add following:

Every precaution should be taken in handling all kinds of illustrations, including half-tones. It is particularly important that charts, graphs and colored illustrations are correct in every detail when submitted. The various figures appearing in the illustrations should be shown in correct proportion and relation; in colored illustrations the colors should be correct and the legends should properly describe the subject matter of the illustrations.

In reading manuscripts it is desirable that bureau chiefs pay particular attention to the illustrations so that they can say that the drawings submitted, as well as the text are correct.

The following form letter will be signed by Bureau Chiefs and attached to all manuscripts which include illustrations:

The Honorable

The Secretary of Agriculture.

Sir:

I have examined the illustrations, in number, submitted with the manuscript recommended by me for publication as

All these illustrations are necessary and relate entirely to the transaction of public business.

They are correct in all details, including proportions, and the legends correctly describe the subject matter of the illustrations.

Respectfully,

Chief.

155. No change.

156. No change

157. Omit and insert following:

ANNUAL REPORT OF THE SECRETARY. -- The Secretary shall annually make a general report of his acts to Congress (R. S., sec. 528.) This report will deal with such matters as the Secretary may desire to submit to the President and to Congress.

The manuscript will be furnished to the Public Printer not later than November 15, and the final proof returned to the Public Printer not later than November 20.

The Commissioner may refuse to issue to the Public Printer not later than

158. Omit and insert the following:

ANNUAL REPORTS OF CHIEFS OF BUREAUS.-- The chiefs of bureaus shall annually make a report to the Secretary for transmission to Congress. (R. S., sec. 528.) This report will deal only with the work performed and results accomplished during the fiscal year. Manuscripts of these reports must be submitted to the Secretary not later than September 30. The Secretary will decide whether they shall be printed. Manuscripts of those which are to be printed shall be furnished to the Public Printer not later than October 15. The final proof must be returned to the Public Printer not later than November 10.

159. Omit and insert the following:

YEARBOOK OF THE DEPARTMENT.-- The Yearbook of the department will contain a general report of the operations of the Department and such papers, accompanied by suitable illustrations, as shall, in the opinion of the Secretary, be specially suited to interest and instruct the farmers of the county.

160. Omit.

161. Omit

162. No change.

163. Omit.

---. THE OFFICIAL RECORD.-- The Official Record shall be a weekly publication containing official orders and memoranda to employees and cooperators of the Department, and will carry information about the activities of the said Department to field workers and cooperators. It shall also contain such other information as should be brought to the attention of employees, cooperators and others who have to do with the general activities of the Department.

10.

189. Omit and insert the following:

180. Omit.

181. Omit.

182. Omit.

183. Omit.

164. Omit.

---. Get information.

165. Omit and insert following:

SERVICE AND REGULATORY ANNOUNCEMENTS.-- Service and Regulatory announcements shall contain such notices of judgment, decisions, and other information as may be necessary in the enforcement of regulatory acts. These announcements shall be printed in standard bulletin form and size, bearing the name of the bureau, the number of the publication and date of issue, and the words "Service and Regulatory Announcements."

Service and Regulatory Announcements will be issued only as may be required to comply with the law. Issuance of regular service and regulatory announcements will not supersede the publication, in other forms, of notices of judgment, quarantine, decisions, orders, or other announcements requiring immediate publication or which are necessary for the proper enforcement of the regulatory acts. Where individual publications are essential, however, they will be printed in bulletin size and the type held for reprinting in the service announcements.

166. No change.

167. Omit and insert following:

REFERENCE LISTS.-- To facilitate the use of the publications of the department classifi d reference lists will be issued in both the Farmers' Bulletin series and the Department Bulletin series.

The back covers or available blank pages of bulletins will be used for the printing of reference lists of publications of the Department on subjects related to those covered by the bulletins on which the lists appear.

Manuscript submitted for publication in bulletin form should be accompanied by lists of available Department publications prepared in the originating bureau.

168. Omit.

---. HANDLING OF MANUSCRIPTS.-- To facilitate the publication of manuscripts and to effect economies in printing, the following instructions should be followed:

(a) Authors will be expected to prepare their manuscripts, with the understanding that once the manuscript leaves the author's hands it is in final form and not subject to further changes of text in galley or page proof. With the adoption of this policy it will be necessary that authors consult workers on related subjects in other bureaus before finally submitting their manuscript for publication, and all matters as to which there are differences of opinion must be settled in advance.

(b) Upon receipt of a manuscript by the Division of Publications all bureaus will be notified and given an opportunity to see the manuscript if desired. If requests to see the manuscript are received, the originating bureau will be called upon to furnish not to exceed two additional copies.

(c) Clean copy greatly facilitates prompt publication and reduces the danger of errors, therefore, extensive additions or corrections in script should be avoided.

(d) So far as possible, Farmers' Bulletins will be limited to 32 printed pages and Department Bulletins to 48 pages. Due regard will be given to adequate treatment of the subject but it is believed that bulletins can be confined to these limits.

---. CHANGES IN MANUSCRIPTS.-- When an author or a Bureau Editor, with the approval of the Bureau Chief makes request for the printing of Department publications in a specific form, the Chief of the Division of Publications will secure the approval of the Bureau Chief or his authorized representative, for any changes made. This applies to the wording, as well as to the arrangement.

publications in a specific form, the Chief of the Division of Publications will

In case no agreement can be reached by the Chief of the Division of Publications and the Bureau the matter will be taken up with the Assistant Secretary.

---. SUBMISSION OF MANUSCRIPTS.-- To make certain a proper and full consideration of manuscripts submitted from the various bureaus for publication by the Department, chiefs of bureaus will submit all manuscripts, except those mentioned in paragraph _____, to the Assistant Secretary, accompanied by a statement as follows:

"I transmit herewith a manuscript entitled _____, which I have personally read and which I urgently recommend for publication as a _____ (Farmers' Bulletin, Department Bulletin, Professional Paper of the Department Bulletin Series, or Department Circular.) My reasons for recommending its publication at this time are _____."

The letter of transmittal also should show briefly but pointedly:

(a) The authority under which the work reported in the manuscript was done.

(b) The purpose of the publication.

(c) The need for it.

(d) Information contained heretofore unpublished.

(e) The present availability of information on the subject.

(f) Its timeliness (particularly if a popular bulletin.)

(g) The suggested distribution of the publication.

The Chief of the Division of Publications shall call to the attention of the Assistant Secretary in charge of Publication activities matters which are of an unusual character or concerning which no regulation has been made.

Immediate consideration shall be given by Chiefs of Bureaus to all manuscripts or proofs referred to them for examination, which must be returned to the Chief of the Division of Publications within three days after receipt, with recommendations or criticisms.

---. MANUSCRIPTS TO BE SUBMITTED DIRECT TO THE DIVISION OF PUBLICATIONS.--All manuscripts intended for publication in the Journal of Agricultural Research shall be examined by the special editorial committee appointed for that purpose and shall be forwarded direct to the Division of Publications.

Manuscripts for Service and Regulatory Announcements and for all periodical publications shall be submitted direct to the Division of Publications for transmittal to the Public Printer.

---. STYLE OF TYPE.--Ten-point solid type shall be generally used in Department publications. In one and two page, or other publications where no saving will result from the use of solid type, leaded type may be used.

The most economical pamphlets are those which contain 16, 32, 48 and 64 pages. The next most economical are those containing 12, 28, 44, and 60 pages. Manuscripts which when printed will contain the number of printed pages indicated in the last group, or if the number of pages is not a multiple of four will appear as bulletins with one or more blank pages thus causing waste.

Authors and editors shall watch very carefully the number of pages in bulletins. With a little calculation, making allowance for illustrations, it will be possible for them to determine very nearly how many pages of printed matter each manuscript will make. A solid bulletin page of 10-point solid type runs about 648 words to page; 10-point leaded about 528 words; 8-point leaded about 579 and 8-point solid about 1005 words.

Authors should reduce their manuscripts so that when printed the number of pages, including the title page, will be the most economical division of a signature, as shown above. If it is impossible to reduce a manuscript, then useful material may be added by the author or by the editor with the consent of the author, so that the greatest possible use will be made of the paper. Reduction is possible in most instances, and to the advantage of the bulletin.

169. Omit.

---. DEPARTMENT COMMITTEE ON TERMINOLOGY.--The Department Committee on Terminology will establish a uniform practice in the use spelling of words and terms in Department publications. Questions relating to terminology will be submitted to the committee by the Chief of the Division of Publications when they arise in connection with the editing of manuscripts or such matters may be referred to the committee direct by Bureau chiefs.

The Terminology Committee will from time to time submit suggestions and recommendations to the Secretary with a view to establishing uniform titles for Department workers who hold the same relative positions in the various Bureaus, and also to establish uniform names for the different bureau subdivisions making such surveys as may be necessary for this purpose.

All communications should be through the Assistant Secretary who will be Chairman of the Committee.

170. No change.

171. Omit and insert the following:

MATERIAL FOR OUTSIDE PUBLICATION.--Employees of the department, when requested to do so, may be permitted to prepare for publication textbooks, articles and similar publications upon special subjects connected with the policies and unpublished work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration and approval of the Chief of the Bureau or Bureaus concerned, and approval by the Assistant Secretary in charge of publication activities. A definite outline of each such contemplated publication should be submitted for the approval of the Assistant Secretary by the Chief of the Bureau, with his recommendation. The manuscript in its final form should be

submitted to the Chief of the bureau and the Assistant Secretary for approval before publication.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, upon the approval of such articles by the district or State supervisory officer. Such officers should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles authors are expected to furnish the librarian a copy of each article as it finally appeared, either in printed or manuscript form.

The preparation by employees of the department of books or articles on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the Bureau Chief must be secured.

172. No change, but add

No private individual or corporation will be sent more than fifty copies of any one publication. (See par. 35 of Regulations 12 of the Joint Committee on Printing.)

173. No change.

---. DISTRIBUTION OF PERIODICALS.--The free distribution of periodical publications will be limited to the following groups, and no name will be placed upon the mailing list except upon specific request of the person desiring the publication, or upon authorization of the Secretary.

(a) Libraries

(b) The press

(c) Employees

(d) Cooperators

(e) Collaborators

(f) Workers in agricultural colleges and experiment stations

(g) Agricultural associations

Others may purchase these publications by subscription from the Superintendent of Documents, who is being requested to establish subscription prices for all our periodicals.

The Division of Publications will pass upon all requests for Department periodicals. Applications received by the bureaus should be forwarded to that division with the bureau's recommendation. In case of doubt as to whether an applicant falls into any one of the above groups and is therefore entitled to receive the publication free, the request will be referred to the Assistant Secretary.

Form letters will be issued advising applicants who cannot qualify under any of these groups as to how the publication may be obtained by subscription from the Superintendent of Documents.

174. No change.

175. No change

176. No change

177. Omit and insert the following:

INFORMATIONAL MATERIAL FOR DISSEMINATION TO THE PRESS.— The Press Service will be the medium through which material prepared in popular form will be released to the press or to such news syndicates as supply matter of that character in plate and ready print form to the newspapers. The chief of each bureau shall designate a member of his staff to cooperate with the Press Service in the gathering and preparation of such articles which, prior to issue, shall be approved by the chief of the bureau and by the Secretary or other official to whom he may delegate such authority.

179. No change, except make number in second paragraph 200 instead of 250.

179. Omit and insert

BUREAU FOREIGN MAILING LISTS.— The Bureaus may maintain foreign mailing lists for their respective publications. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the Department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all addresses may be maintained in the library.

The Division of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the Department and make monthly report ther of to the Chief Clerk of the Department, who will take the necessary steps to reimburse the appropriation of the Secretary's Office from the appropriation of the various bureaus for the amount of foreign postage paid each quarter.

180. Omit

181. No change.

182. No change.

183. No change.

184. No change.

185. No change.

186. Omit and insert the following:

REQUISITIONS.--The Chief of the Division of Publications will sign all requisitions on the Public Printer for printing or binding chargeable to the printing fund of the department. No communication or papers pertaining to work chargeable to that fund will be recognized by the Government Printing Office officials unless they bear the stamp of the Division of Publications.

187. Omit.

188. No change.

189. Omit and insert the following:

EXPENDITURE OF THE PRINTING FUND.--In the expenditure of the printing fund preference will be given to new scientific publications and emergency printing (except upon the authority of the Secretary no printing shall be ordered by the Chief of the Division of Publications in excess of the allotment to any bureau during any fiscal year.)

---. REPRINTS OF PUBLICATIONS.--All requests for reprints of Department publications should be submitted through the Office of the Assistant Secretary with a memorandum signed by the chief of the bureau, showing:

(a) That the publication has been personally read by the chief of the bureau.

(b) That the material is up to date and requires no revision.

(c) The present need for the publication.

(d) That the same material has not been incorporated in a later bulletin.

When the chief of the Division of Publications thinks it desirable to have a publication reprinted to replenish his stock, he will take the matter up with the bureau concerned, and if no revision is desired the bureau will submit the request for reprint, with the memorandum referred to above, to the Office of the Assistant Secretary.

190. Omit and insert

RUSH ORDERS FOR PRINTING OF FORMS.--The quantity of blank forms and other necessary printing material on hand should be maintained uniformly so as to avoid the necessity for submitting rush orders for the printing of material which has become exhausted.

The Director of the Budget has pointed out that the submission of requisitions for printing involving the payment of the 20 per cent additional charge for rush work is a serious and costly affair, as they derange the plans of the government printing office and make impossible the orderly handling of the great volume of printing work.

All printed requisitions involving the payment of the 20 per cent additional charge shall be referred to the Assistant Secretary for approval with a full explanation as to the cause and necessity for the rush work, before they are transmitted to the Public Printer. In the absence of the Assistant Secretary they should be approved by the Secretary.

Attachmen B.

---. REVISION AND REPRINTING OF DEPARTMENT PUBLICATIONS.-- When a bulletin or circular is to be reprinted without change or modification of text, there will be no change in title, number, or date. Correction of typographical errors, the substitution of a new title page in a Farmers' Bulletin, and the addition of the "Organization List of the Department" may be made and will not be considered as a revision.

The date of reprint will not be shown on bulletins and circulars.

When changes consist simply in bringing the information up to date, and when the text matter remains practically the same, the old number and title should be retained. A footnote should call attention to the fact that the publication is "Revised _____ 192_."

When a fundamental or material change is made in text or the publication is rewritten, a new number, or a new title and number should be assigned. A suitable statement should explain that it "supersedes" the publication which it replaces.

In transmitting manuscripts for revised or rewritten bulletins or circulars to the Office of the Assistant Secretary, Bureau Chiefs should suggest whether the publication should carry the old title and number, a new number or a new title and number.

number or a new title and number."

Attachment A.

---. WEATHER CROPS AND MARKETS.— Weather Crops and Markets shall contain statistics concerning crops and live stock estimates and market information for the use of employees and cooperators of the department and for permanent reference in libraries; it shall contain reports on supplies, stocks, commercial movements, condition and prices of agricultural products covered in the work of marketing and crop estimating and studies of prices and demand both foreign and domestic. It shall also contain a weekly summary of the weather condtions previaling over the great agricultural regions of the country, with a summary of the effect of these conditions on crops.

OFFICE OF THE ASSISTANT SECRETARY

October 2, 1922.

MEMORANDUM FOR BUREAU CHIEFS

A costly error recently made in connection with the handling of a colored illustration submitted for publication in a Department bulletin suggests the necessity for using the greatest care in handling all illustrations.

While every precaution should be taken in handling all kinds of illustrations, including half-tones, it is particularly important that we make certain that charts, graphs and colored illustrations are correct in every detail when submitted. The various figures appearing in the illustrations should be shown in correct proportion and relation; in colored illustrations the colors should be correct and the legends should properly describe the subject matter of the illustrations.

In reading manuscripts it is desirable that bureau chiefs pay particular attention to the illustrations so that they can say that the drawings submitted, as well as the text, are correct.

The form letter heretofore signed by bureau chiefs and submitted with manuscripts containing illustrations, in which it was merely stated that the illustrations were necessary, has been changed to include a statement as to the accuracy of the illustrations. A sample of the new form is attached. A supply of these forms will be furnished by the Division of Publications. The use of the old form should be discontinued immediately.

Sincerely,

Assistant Secretary.

Enclosure.

The following form letter must be signed by Bureau Chief and attached to all manuscripts which contain illustrations:

OFFICE OF THE ASSISTANT SECRETARY

The Honorable

The Secretary of Agriculture.

Sir:

I have examined the illustrations, in number, submitted with the manuscript recommended by me for publication as

All these illustrations are necessary and relate entirely to the transaction of public business.

They are correct in all details, including proportions, and the legends correctly describe the subject matter of the illustrations.

Respectfully,

Chief.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 30, 1923.

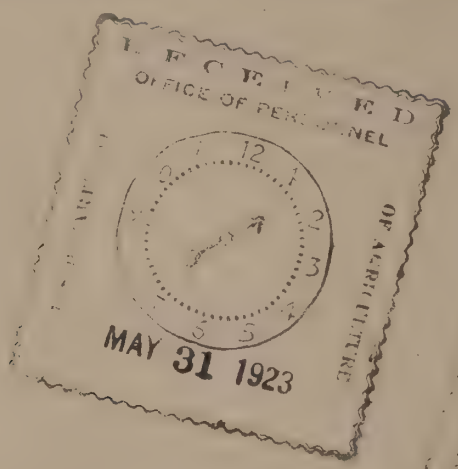
MEMORANDUM NO. 412 (Supplemental)

Amending Memorandum No. 412 regarding Series of Department Publications.

In addition to the four series of publications described in Memorandum No. 412, an additional series has been provided for as follows:

Statistical Bulletin Series: Statistical bulletins for this series shall contain statistics relating to one or more closely related agricultural commodities. Such bulletins will contain all available statistics, annual, monthly or weekly, according to the data and as seems best in each case. In addition to the statistics for the production year given in each bulletin, comparable data will be given for as many years in the past as it seems desirable to give, for use in noting trends. Such bulletins will contain, insofar as possible, statistics of production, movement from the farm, receipts at principal markets, reshipments, farm and market prices, exports and imports, production in foreign countries, and foreign market prices.

Acting Secretary.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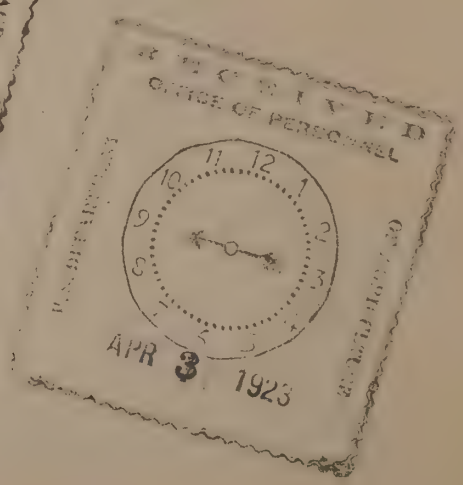
MAY 31 1923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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Secretary's File Room.

March 30, 1923.

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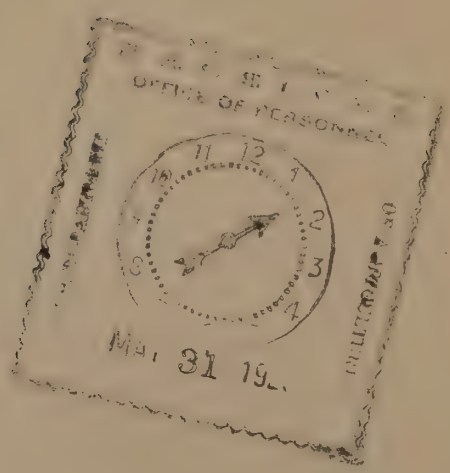
C W Pugsley
Acting Secretary.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MAR 31 19

Suggestion for New Series Order

OFFICE OF SECRETARY LETTERHEAD

MEMORANDUM NO.

Amending Memorandum No. 412 Regarding Series of Department Publications.

In addition to the four series of publications described in Memorandum No. 412, an additional series has been provided for as follows:

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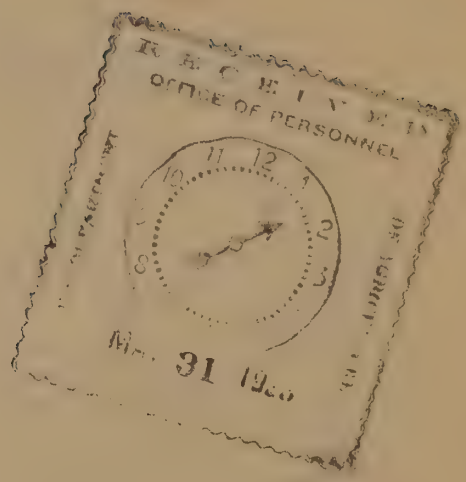
Such bulletins will contain, insofar as possible, statistics of production, movement from the farm, receipts at principal markets, reshipments, farm and market prices, exports and imports, production in foreign countries, and foreign market prices.

Secretary.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Form E 4

U. S. DEPARTMENT OF AGRICULTURE
OFFICIAL BUSINESS.

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Bureau of Secretary's Office. Appropriation

SEND OFFICIAL TELEGRAMS
- To Washington, D. C., and other charge-account points (Collect, Government Rate.)
- From Washington, D. C., to all points (Paid, Government Rate, Charge.)
- From charge-account points to all points except Washington, D. C. (Paid, Government Rate, Charge.)
- All other official telegrams (Government Rate, Pay in Cash.)

Place Washington, D. C. Date Mar. 28/23. Check Filed

8—4756

Hon. H. C. Wallace,
Delnorte Hotel,
El Paso, Texas.

You will recall conferences held in your office with H. C. Taylor concerning a statistical bulletin series stop Manuscript for the first has been submitted but the series has not been established. stop Doctor Taylor suggests the following memorandum quote Statistical bulletins for this series shall contain statistics relating to ~~the marketing of~~ one or more closely related agricultural commodities stop Such bulletins will contain all available statistics, annual, monthly or weekly, according to the data and as seems best in each case stop In addition to the statistics for the production year given in each bulletin, comparable data will be given for as many years in the past as it seems desirable to give for use in noting trends stop Such bulletins will contain, insofar as possible statistics of production, movement from the farm, receipts at principal markets, reshipments, farm and market prices, exports and imports, production in foreign countries, and foreign market prices unquote I will sign if it meets with your approval.

C. W. Pugsley

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U.S. DEPARTMENT OF AGRICULTURE
MAY 31

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

To Deans of Agricultural Colleges and Directors
of Extension:

I am transmitting herewith for your information a copy of Memorandum No. 412 recently issued by Secretary Wallace, defining the various series in which the publications of the Department of Agriculture will hereafter be issued.

There is also attached a copy of Memorandum No. 414 issued by the Secretary, which defines the terms "collaborator" and "cooperator." One reason this is important is because persons falling within these definitions are entitled under the law to be placed on our mailing list to receive certain publications free.

Sincerely,

C W Pugsley

Assistant Secretary.

Enclosures

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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Please return to the Secretary's File Room

MEMORANDUM NO. 443

FILE
P. L. GLADMON.

Repairs of Typewriter Equipment by Mechanical Shops.

Beginning January 2, 1923, all repairs to the typewriter equipment of the Department in Washington will be made by the Mechanical Shops. Requests for such work should be made upon the usual form of shop request, indicating as clearly as possible the work to be performed, whether merely adjustment or complete overhauling. Telephone requests will be honored only in cases of emergency and must be immediately confirmed by formal shop request. Bureaus are urged to coordinate the handling of their requisitions so as to prevent unnecessary trips or duplication of orders. If for any reason it should be impracticable for certain repairs to be made by the Mechanical Shops, the Mechanical Superintendent will make arrangements for the handling of the work by outside concerns.

Reimbursement for work done by the Mechanical Shops will be made in the usual way by the Bureaus for which it is performed.

Henry C. Wallace

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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December 8, 1922.

MEMORANDUM NO. 413

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Reimbursement for work done by the Mechanical Shops will be made in the usual way by the Bureaus for which it is performed.

Henry C. Wallace

Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

December 3, 1922.

Mr. Secretary:

Our typewriter repair bill in Washington is slightly over $6,000 a year. We found that the Underwood Typewriter Company, which is the chief concern involved, has one man practically giving full time to the Department of Agriculture machines. We now propose to employ this man or some other man equally qualified, and perhaps another man, if necessary, and make these repairs and adjustments ourselves, giving the Government the saving which at present goes into the profits of the typewriter company. The typewriter parts bought in large quantities are very cheap, and practically all the money goes for time. The typewriter companies make a very heavy charge for time, far in excess of the rate at which they pay the men.

HCP

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

November 17, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has carefully considered the attached memorandum from the Chief Clerk of the Department relating to typewriter repair work and his recommendations in connection therewith.

Recent investigation of the cost of the repair of typewriters in this Department indicates that approximately $6,100 per annum is being paid to typewriter companies for adjustment and overhauling of typewriting machines. After a careful study of the situation and conference with other Departments of the Government now maintaining typewriter repair shops, the Committee is convinced that a considerable saving can be made by appointing a typewriter repair man, or if necessary two, at salaries of $1,600 and $1,400, respectively, to do all typewriter repair work for the Department. A section of the Mechanical Shops can be set aside for this work, and the purchase of the necessary equipment will not involve a heavy expenditure. Mr. Swenson will conduct this operation as a part of the Mechanical Shop work, the bureaus to make shop requests in the usual form for typewriter repairs and reimburse the Mechanical Shops for labor and material. It is understood that Mr. Swenson has in view for appointment a well qualified typewriter repair man selected from among

HE

several applicants and authority for his appointment has been secured from the Civil Service Commission. It is desired to put this plan into effect by December 15, this date being fixed in order that the man selected for appointment can give due notice to his present employers and have some time to familiarize himself with the situation in the Department, the location of its various buildings, etc.

A draft of memorandum putting this plan into effect is submitted herewith for your consideration and the Committee recommends your approval of same.

Very respectfully,

A. Barton

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

Very respectfully,

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

October 7, 1922.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

A recent survey of the cost of keeping in repair the typewriter equipment of the Department in Washington shows that for the fiscal year 1922 the cost of such work amounted to $6,150.96 which covered a total of 1,848 jobs, 1,453 of which were small adjustments or minor repairs costing $1,512.24, and 395 major repair jobs costing $4,638.72.

With a view to ascertaining whether or not it would be desirable to establish a typewriter repair shop in this Department I have secured advice from several Departments which now perform their own typewriter repair work. The Department of Interior with a force of three men made a saving of $1,410.00 on work which is estimated would have cost $5,490.00 if performed by a commercial firm. In addition to this work, adding machines were cleaned and numbering machines and daters were cleaned and overhauled and, in many instances, repaired. Mr. Harvey, Chief Clerk of that Department, states that the need of a typewriter repair shop was felt for a long time and the Department believed that it would be advantageous to install such a system, and it has not proved to be a disappointment by any manner of means. On the contrary he states that it has exceeded all expectations and has become as indispensable to the Department

E G

as any other of the important lines of work.

The Post Office Department has one man who looks after all their typewriters in the City of Washington. Mr. Howell, Assistant Chief Clerk, states that they find theirarrangement gives quite efficient service and that their typewriter repair man sees to it that the clerks keep their machines in proper order and that the whole arrangement affects a money saving.

The typewriter equipment of the Department of Agriculture is in very poor condition. Under the law, typewriters must be purchased from the General Supply Committee and as the equipment is generally from old stock, it does not stand up long. Consequently the typewriter repair bills are becoming larger all the time, and a competent man in charge of a repair shop would soon learn the condition of all typewriter equipment and in addition to making repairs and adjustments could advise the Bureaus when a machine had outlived its usefulness. The typewriter repair men would also be invaluable in instructing operators as to the proper care of their machines. I am afraid that this is sadly neglected in this Department.

I believe that it would pay the Department to set up a typewriter repair shop to perform all repairs in the Department in Washington. It is believed that it would take from two to three men. We could start with two men and if necessary employ another.

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The typewriter equipment of the Department of Agriculture is in very poor condition. Under the law, typewriters must be purchased from the General Supply Committee and as the equipment is generally from old stock, it does not stand up long. Consequently

We should be able to employ a head man for $1,400. or $1,600. and assistant at $1,200. to $1,400. At the rate of one at $1,600. and two at $1,400. the total cost to the Department for labor would be $4,400. and with the bonus $5,120. Materials purchased in large quantities from the General Supply Committee contract would cost very little and in many cases parts of old machines could be used in making repairs.

We have had several applications from typewriter repair men for positions, one in particular, the Underwood man, now making repairs for the Department; who claims to be an expert in all lines of typewriter repair work and can furnish references from several responsible men in this Department. I believe he would accept employment for $1,400. to $1,600. per annum.

I recommend that Mr. Swenson appoint such a man and that for the first week or so, he make a survey of the typewriter equipment and arrange for the establishment of his shop. Mr. Swenson feels that he has room for such a shop. Work for the Bureaus could be paid for on reimbursement vouchers.

F. M. Reese

Chief Clerk,
Director of Purchases & Sales.

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employment for $1,400. to $1,600. per annum.

[illegible]

OCT 7 1922

Chief Clerk.
Director of Insurance & Sales.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to
the Secretary's Executive

December 8, 1922.

MEMORANDUM NO. 414.

FILE
P.L. GLADMON.

Department Terminology.

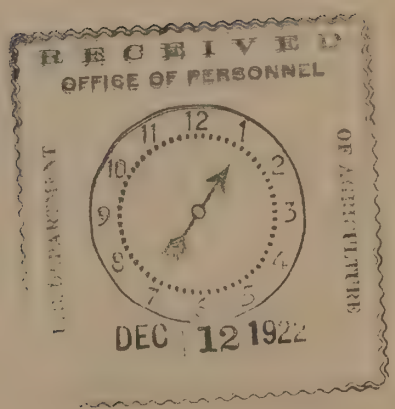
Hereafter the following usage of the terms "Collaborator" and "Cooperator" will be followed in the Department for purposes of appointment and reference.

1. A Collaborator is a person carried on the rolls of the Department under formal appointment, usually receiving a nominal compensation.

2. A Cooperator is a person or organization performing some useful service for the Department, permitting his or its premises to be used by the Department, or furthering the work of the Department in any substantial and useful way, but receiving no salary of any kind, and not carried on the appointment rolls of the Department.

Henry C. Wallace

Secretary.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OFFICE OF
THE SECRETARY OF AGRICULTURE

Mr Cronin

Is the addition I have made to #20K? I think we ought to be exact, in the matter of definitions, as some people in the Dept never part with a nickel except after questions & then only

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

December 1, 1922.

MEMORANDUM NO. ____

Department Terminology.

Hereafter the following usage of the terms "Collaborator" and "Cooperator" will be followed in the Department for purposes of appointment and reference.

1. A Collaborator is a person carried on the rolls of the Department under formal appointment, usually receiving a nominal compensation.

2. A Cooperator is a person (or organization) who performs some useful service for the Department, permits the use of his premises by the Department, or furthers the work of the Department in any substantial and useful way, but who receives no salary of any kind, and who is not carried on the appointment rolls of the Department.

(or its)

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

November 10, 1922.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Reference is made to the attached memorandum for Bureau Chiefs regarding the usage of terms "Collaborator" and "Co-operator". It is noted that paragraph No. 1 reads as follows:

> "1. A Collaborator is a person carried on the appointment rolls of the Department receiving pay for part time work ($1.00 per year or more.)"

We have several Collaborators serving in the Department under formal appointment, but without compensation. These Collaborators are employees of other government departments who are receiving salaries of $2000 per annum, or more, and, therefore, ineligible under the law to receive any compensation from this Department. At the same time, they have the same status as other Collaborators serving with compensation. The thought occurs to me that possibly this paragraph may be amended to read somewhat along the following lines:

> A Collaborator is a person carried on the rolls of the Department under formal appointment usually receiving a nominal compensation.

Very truly yours,

O. L. Gladmon

Chief Personnel Officer.

(Enclosures)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MEMORANDUM FOR BUREAU CHIEFS

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1. A Collaborator is a person carried on the appointment rolls of the Department receiving pay for part time work ($1.00 per year or more.)

2. A Cooperator is a person who performs some useful service for the Department, permits his premises to be used by the Department, or furthers the work of the Department in any substantial and useful way, but who receives no salary of any kind, and who is not carried on the appointment rolls of the Department.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

October 6, 1922.

MEMORANDUM FOR BUREAU CHIEFS

We are often called upon for definitions of the terms "collaborator" and "cooperator". This question becomes important just now because the Bureau of the Budget, in their Circular No. 75, directs us to reduce our mailing lists by removing all names except persons coming within certain classes, including collaborators and cooperators.

Will you please send me a memorandum giving specifically your opinion as to just what persons should be included under the classification of "collaborator" and "cooperator."

Sincerely,

C. W. Pugsley
C F

Assistant Secretary.

Browne
Prepare chart
indicating replies

October 6, 1944.

Sincerely,

COLLABORATORS ARE

L. O. Howard
Entomology
W. A. Taylor
Plant Industry
H. C. Taylor
Agr. Economics
C. L. Marlatt
Fed. Hort. Board
R. W. Williams
Solicitor
L. F. Kneipp
Forest Service

Persons who are carried on the rolls of the Department at a nominal salary and performs some service.

C. F. Marvin
Weather Bureau
W. C. Henderson
Biological Survey
E. C. Powell
Div. Publications

Canadian Meteorological Service, Cuban, Mexican and Meteorological Services of other Countries, or official and non-official organizations. (Mr. Powell and Mr. Henderson agree, but also include individuals.)

J. R. Mohler
Animal Industry

People working with the Department under more or less informal agreements.

C. D. Curtis
Public Roads

Employees who give very little time to the work and whose work is limited to the actual job on which they secure data or assist our engineers.

COOPERATORS ARE

C. F. Marvin
Weather Bureau
C. D. Curtis
Public Roads

Persons who perform for a long period simple duties--may or may not receive pay.

W. A. Taylor
Plant Industry
Prof. M. Whitney
Soils
J. R. Mohler
Animal Industry
C. L. Marlatt
Fed. Hort. Board
E. C. Powell
Div. Publications
L. O. Howard,
Entomology
R. W. Williams
Solicitor
L. F. Kneipp
Forest Service

Persons rendering useful services to the Department in carrying out research or other work without expense to Department and not necessitating formal legal official designation as a representative of Deprtment.

H. C. Taylor
Agr. Economics

(Dr. H. C. Taylor says may receive pay)

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM

November 8, '22

Dear Mr. Secretary:

I think it important that there be some uniform usage of the terms "Collaborator" and "Cooperator", so sent the attached memorandum to Bureau Chiefs. A survey of the replies is attached. I suggest that you send the attached memorandum to all Bureau Chiefs. It might be well to incorporate it in the administrative regulations.

C. W. Pugsley

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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the Secretary's File Room

FILE
P.L. GLADMON.

MEMORANDUM NO. 415

Amendment to the Fiscal Regulations.

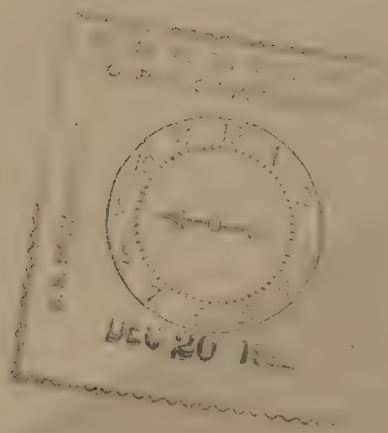
December 15, 1922.

Effective January 1, 1923, the Fiscal Regulations are hereby amended by substituting for Paragraph 5 (b) the following:

5 (b). All accounts for passenger, pullman, freight and express services by rail or water, payable within the continental limits of the United States, after an administrative examination in the bureau to which they pertain will be forwarded through the disbursing clerk of the department to the General Accounting Office for direct settlement.

Henry C. Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

December 15, 1922.

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DEC 2 . 1922
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Secretary's File Room

MEMORANDUM NO. 415.

Amendment to the Fiscal Regulations.

Effective January 1, 1923, the Fiscal Regulations are hereby amended by substituting for Paragraph 5 (b) the following:

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Henry C. Wallace
Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

December 13, 1922.

FILED
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MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to General Regulations No. 13, issued by the General Accounting Office under date of November 25, 1922, relative to payment for transportation on and after January 1, 1923, the Advisory Committee on Finance and Business Methods recommends that the regulations in question be acknowledged and the Comptroller General informed that it will be put into effect by this Department.

The Committee also encloses herewith a memorandum amending paragraph 5(b) of the Fiscal Regulations which is necessary in order to comply with the procedure outlined by the Comptroller General. The Committee recommends your approval and the promulgation of this memorandum.

Very respectfully,

A. Gaspone

Chairmen, Advisory Committee on Finance and Business Methods.

Enclosures.

Fiscal Regulations.

5. ADMINISTRATIVE EXAMINATION AND PAYMENT OF ACCOUNTS.- In order to secure a proper administrative examination of public accounts, before their transmission to the General Accounting Office for audit, the following procedure will obtain:

(a) * * * * * * * * * * * * * * * * * * * * * * *

(b) All [freight] accounts for passenger, pullman, freight and express services by rail or water, payable within the continental limits of the United States, after an administrative examination in the bureau to which they pertain, will be forwarded through the disbursing clerk of the department to the General Accounting Office for direct settlement.

Omitted matter in heavy brackets [ ].

New matter underscored _____.

PAYMENT FOR TRANSPORTATION
- 0 -

GENERAL ACCOUNTING OFFICE
Office of the Comptroller General
Washington, November 25, 1922.

1922

General Regulations No. 13

---

1. Beginning January 1, 1923, the claims and demands of common carriers against the United States, payable within the continental limits of the United States, for passenger, Pullman, freight and express service, by rail or water, shall be settled by the General Accounting Office.

2. Excepting those payable from special deposit and Postal funds and those of the United States Shipping Board Emergency Fleet Corporation and the District of Columbia, which will be settled as heretofore, settlement will be made direct to carriers and the certificate of settlement and notice to claimant shall be transmitted to the Secretary of the Treasury for issuing of warrant and transmission to the Treasurer of the United States, who shall make payment by check of the amount allowed. A copy of the certificate shall be sent under the usual procedure to the administrative office. The Treasurer shall stamp as paid the original certificate, noting the date, number and amount of the check making payment and shall return the same to the General Accounting Office, Transportation Division. The notice of settlement shall be enclosed with the check to the payee.

The procedure herein directed will permit a carrier to accept payment of the amount allowed without prejudice to a review of the settlement, but applications for review will be considered only where claimant clearly indicates the error alleged in the settlement involved.

3. The claims and demands of the carriers should be stated on forms of the United States as heretofore, being generally the forms prescribed by Treasury Department Circular No. 49 of June 19, 1915, and should be transmitted as heretofore to the administrative office concerned.

4. Upon receipt of the bills on proper forms the administrative office will examine into the correctness thereof (except as to classification and tariff), make the proper certificate accordingly, and promptly forward same with such report as may be deemed advisable to the General Accounting Office, Transportation Division, for settlement. Administrative action should be limited to -- certification as to the services performed; that the services were properly authorized, and necessary in the public service; and that the amount thereof has not been paid and is payable from the appropriation designated. The full and exact title of the appropriation, with fiscal year, if any, must be stated.

Bills must be stamped with the date of receipt by the particular administrative office, and the administrative examination shall be completed and the bills with supporting papers forwarded not later than ten days after their actual receipt, the intent being that there shall be no accumulation of carriers' bills in the administrative office but that they shall be forwarded immediately upon completion of the administrative examination, so that wherever possible there shall be daily forwardings to the General Accounting Office.

5. The loss of or damage to property by a carrier should be recorded on the bill of lading by the accomplishing officer and the administrative office should report, with the bill for transportation charges, the money value of the loss or damage and submit recommendations as to the adjustment thereof.

6. The administrative office should furnish information in each instance of any amount collected and deposited on account of accommodations or service furnished in excess of authorized allowance, and for travel of members of the military branches of the Government at expense of traveler or other persons, noting on the bill the collection and deposit thereof or the fact of proper notice to the responsible officer as to the cost to be charged.

7. When carrier is supporting charges on a certificate in lieu of a lost bill of lading, the administrative office should attach the memorandum bill of lading, or, if that is impracticable, a true copy thereof should accompany the bill.

8. Payments by disbursing officers and agents on account of transportation by common carrier, as described above, will be discontinued at the close of business on December 31, 1922.

J. R. McCARL

Comptroller General.

December 13,1922.

DEC 2 . 1922
Please return to the
Secretary's Files Room.

The Comptroller General,

General Accounting Office.

Dear Mr. McCarl:

I beg to acknowledge receipt of your letter of the 4th instant, inclosing copy of General Regulations No. 13 of the General Accounting Office, which prescribe that beginning January 1, 1923, settlement of accounts for passenger, pullman, freight, and express services rendered the Government shall be made in the General Accounting Office.

Instructions effective at the beginning of the next calendar year will at once issue insuring the transmittal in conformity with the regulation of all accounts of the classes indicated arising in the Department of Agriculture.

Very truly yours,

H M

Henry C. Wallace

Secretary.

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON

December 4, 1922.

The Honorable
The Secretary of Agriculture.

Sir:

An economy measure has been worked out and will be put in operation January 1, 1923, pursuant to General Accounting Office General Regulations No. 13, dated November 25, 1922, copy herewith.

The Government expends millions of dollars annually for rail and water transportation and under the present system of payments by department disbursing officers many over-payments are made which are not discovered until the items are reported to and reached, in many instances months later, in the General Accounting Office audit, when refunds are obtained. Under this system the interest loss to the Government has been large as the over-payments aggregate vast sums and are usually out of the Treasury many months. This is evidenced by the fact that during the eleven months since January first of this year the General Accounting Office has exacted refunds from carriers aggregating more than $400,000 and has deducted from carriers' bills in direct settlements more than $375,000.

The purpose is to eliminate these over-payments to carriers by adopting a method of direct settlement with certain exceptions, of all transportation items - an audit by the General Accounting Office in advance of payment - thereby keeping in the Treasury those sums that have heretofore improperly gone to the carriers only to be collected back months later after the final audit, and at the same time insuring to the carriers prompt payment of the exact amount due for each transportation service.

The carriers are entitled to receive promptly the correct amount due for a transportation service rendered the Government, and no more. The present payment plan is working a loss to the Government and is confusing to the carriers. The new plan will prove, I am sure, much more businesslike and satisfactory to all

concerned because it will keep in the Treasury available for other uses the sums that under the present system would go to carriers in overpayments, and at the same time give assurance to the carriers that payments received by them have been scrutinized by the accounting officials.

There is little wonder that over-payments are frequent under the system now in vogue. The determining of a correct transportation charge involving as it often does most intricate questions of rates and classifications, is a most difficult task and demands both experienced talent and an extensive and ever-changing library of classifications, tariffs, division sheets and other data. The General Accounting Office must of necessity possess the required talent and equipment because it must say the final word on all expenditures from public funds. Without the same grade of talent and like equipment in each department and establishment overpayments for transportation can not be avoided and to maintain a high-grade transportation unit in each department and establishment would be both unnecessary and expensive. The General Accounting Office under the law has the final responsibility in such matters and by the new procedure it is purposed to attach that responsibility at a point just prior to payment in order that the damage and confusion heretofore occurring may be eliminated.

The new procedure will in no wise lessen the responsibility nor interfere with the functions of the administrative offices but contemplates relieving them of examining their transportation accounts only as to classification, tariffs, etc., and of making payment thereof by disbursing officers. The plan has been in operation for some time as to many smaller offices and accounts and has proven entirely satisfactory. Thus it is not an experiment, except as to its magnitude when centralized, and there seems no cause for misgivings as to the successful operation thereof unless the expected cooperation fails to materialize.

It is expected that the time required to accomplish payment will compare favorably with the time now taken in the administrative offices. Prompt notice of settlements will be given the offices concerned in order that the administrative books may reflect at the earliest possible moment the correct available balances in the transportation appropriations. The matter of obligating the appropriations can be shown from data obtained from the accounts before same are forwarded for settlement. Administrative control of appropriations and funds, and accounting therefor, will not, in fact, be affected.

The procedure has reference to accounts for service rendered The United States, payable by disbursing officers within the continental limits of the United States. This excludes accounts for foreign service and those of the Postal Service, United States Shipping Board Emergency Fleet Corporation, and District of Columbia, as well as those payable from special deposit funds, all of which will be settled as heretofore.

The view has been suggested that the plan operates to deprive the Government of the usual double audit. This impression is erroneous. The administrative examination and report contemplated by law in such cases is to be continued. As a matter of fact there is not now an effective administrative examination as to classifications and tariffs. Generally no serious effort is made in that line and where such effort is made it is not entirely satisfactory or effective as evidenced by the over-payments made. Reliance is now placed upon this office to recover over-payments, which practice is so unbusinesslike as to force a conclusion that the audit should be made in advance of payment. This conclusion leads to the further conclusion that since payment can be accomplished by means of direct settlement through the Treasurer of the United States with less confusion and expense it would serve no useful purpose to forward the accounts after audit for payment by disbursing officers.

It appears to be the desire of the administrative offices to take the following action on transportation accounts before forwarding same to this office for final audit and settlement:

(a) Examine into and verify the service claimed, designate the proper appropriations, certify to the correctness of the bills, and report all such matters as should be considered in the settlement.

(b) Set up and verify estimated charges in appropriations by subheads and report to the proper administrative officer daily obligations and expenditures by appropriations.

(c) Maintain proper record of bills received and forwarded.

(d) Ascertain whether loss or damage by carrier has occurred and indicate the adjustment made or to be made, and report all other set-offs.

(e) Report baggage allowance and collection for excess baggage or other accommodations.

The desires of the offices in this respect appear in harmony with the plan that has been adopted, as indicated in the regulations, and for the present may be followed.

Respectfully,

J. R. McCarl.

Comptroller General.

1 inclosure.

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DEC 5
Office of the Secretary

DEPARTMENT OF AGRICULTURE
★ DEC 5 1922 ★

PAYMENT FOR TRANSPORTATION

- 0 -

GENERAL ACCOUNTING OFFICE
Office of the Comptroller General
Washington, November 25, 1922.

1922

General Regulations No. 13

---

1. Beginning January 1, 1923, the claims and demands of common carriers against the United States, payable within the continental limits of the United States, for passenger, Pullman, freight and express service, by rail or water, shall be settled by the General Accounting Office.

2. Excepting those payable from special deposit and Postal funds and those of the United States Shipping Board Emergency Fleet Corporation and the District of Columbia, which will be settled as heretofore, settlement will be made direct to carriers and the certificate of settlement and notice to claimant shall be transmitted to the Secretary of the Treasury for issuing of warrant and transmission to the Treasurer of the United States, who shall make payment by check of the amount allowed. A copy of the certificate shall be sent under the usual procedure to the administrative office. The Treasurer shall stamp as paid the original certificate, noting the date, number and amount of the check making payment and shall return the same to the General Accounting Office, Transportation Division. The notice of settlement shall be enclosed with the check to the payee.

The procedure herein directed will permit a carrier to accept payment of the amount allowed without prejudice to a review of the settlement, but applications for review will be considered only where claimant clearly indicates the error alleged in the settlement involved.

3. The claims and demands of the carriers should be stated on forms of the United States as heretofore, being generally the forms prescribed by Treasury Department Circular No. 49 of June 19, 1915, and should be transmitted as heretofore to the administrative office concerned.

4. Upon receipt of the bills on proper forms the administrative office will examine into the correctness thereof (except as to classification and tariff), make the proper certificate accordingly, and promptly forward same with such report as may be deemed advisable to the General Accounting Office, Transportation Division, for settlement. Administrative action should be limited to -- certification as to the services performed; that the services were properly authorized, and necessary in the public service; and that the amount thereof has not been paid and is payable from the appropriation designated. The full and exact title of the appropriation, with fiscal year, if any, must be stated.

Bills must be stamped with the date of receipt by the particular administrative office, and the administrative examination shall be completed and the bills with supporting papers forwarded not later than ten days after their actual receipt, the intent being that there shall be no accumulation of carriers' bills in the administrative office but that they shall be forwarded immediately upon completion of the administrative examination, so that wherever possible there shall be daily forwardings to the General Accounting Office.

5. The loss of or damage to property by a carrier should be recorded on the bill of lading by the accomplishing officer and the administrative office should report, with the bill for transportation charges, the money value of the loss or damage and submit recommendations a. to the adjustment thereof.

6. The administrative office should furnish information in each instance of any amount collected and deposited on account of accommodations or service furnished in excess of authorized allowance, and for travel of members of the military branches of the Government at expense of traveler or other persons, noting on the bill the collection and deposit thereof or the fact of proper notice to the responsible officer as to the cost to be charged.

7. When carrier is supporting charges on a certificate in lieu of a lost bill of lading, the administrative office should attach the memorandum bill of lading, or, if that is impracticable, a true copy thereof should accompany the bill.

8. Payments by disbursing officers and agents on account of transportation by common carrier, as described above, will be discontinued at the close of business on December 31, 1922.

J. R. McCARL

Comptroller General.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

Mr. Robbins

December 12, 1922.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

Herewith is a draft of amendment following General Regulations 13 of the General Accounting Office, along the lines you suggested.

Let me say, however, that I do not think we should prescribe transmittal within the limits imposed by the Comptroller General. Ten days or rather eight and two days, respectively, are altogether unreasonable. Many cases will require correspondence which could not possibly be concluded within that time. It seems to me that this time limit should be vigorously resisted.

Let me suggest also in favor of the original draft that it is often better in such cases to set up the main requirement as briefly as possible in the fiscal regulations and to take care of the detail simply by distributing the circular. This is what is ordinarily done in the case of outside requirements imposed upon the department. There have been for instance very many Treasury circulars prescribing certain fiscal courses in much detail. We have not attempted to incorporate these in the fiscal regulations. The circulars have themselves been placed at the points where the operations are conducted. This is often wiser, in that it leaves scope for the class of changes which often follow new systems, as a matter of practice rather than prescription. That is to say many things are sometimes omitted by common consent which stood in the original requirements. I think for instance that if we "forgot" the time requirement we should probably never hear from it.

Very truly yours,

L. R. Robbins

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. _____

Amendment to the Fiscal Regulations.

December , 1922.

Effective January 1, 1923, the Fiscal Regulations are hereby amended by substituting for Paragraph 5 (b) the following:

5 (b). All accounts for passenger, pullman, freight and express services by rail or water, payable within the continental limits of the United States, after an administrative examination in the bureau to which they pertain will be forwarded through the disbursing clerk of the department to the General Accounting Office for direct settlement. Bills will be stamped with the date of receipt by the bureau or office receiving them, and must within eight days thereafter be forwarded with their supporting papers to the disbursing clerk who will, in turn, not later than two days from their receipt, place them in the course of transmittal to the General Accounting Office.

Secretary.

From the Act of June 10, 1921, providing for the General Accounting Office - Public No. 13, 67th Congress, Section 307:

> "The Comptroller General may provide for the payment of accounts or claims adjusted and settled in the General Accounting Office, through disbursing officers of the several departments and establishments, instead of by warrant."

Fiscal Regulations.

5. ADMINISTRATIVE EXAMINATION AND PAYMENT OF ACCOUNTS.- In order to secure a proper administrative examination of public accounts, before their transmission to the General Accounting Office for audit, the following procedure will obtain:

(a) * * * * * * * * * * * * * * * * * * * * * * * * * * *

(b) All [freight] accounts for passenger, pullman, freight and express services by rail or water, payable within the continental limits of the United States, after an administrative examination in the bureau to which they pertain, will be forwarded through the disbursing clerk of the department to the General Accounting Office for direct settlement.

Omitted matter in heavy brackets [ ].

New matter underscored _____.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

December 16, 1922.

Mr. A. Zappone,
Chairman, Advisory Committee on Finance
and Business Methods,
Department of Agriculture.

Dear Mr. Zappone:

In accordance with your suggestion, there follows an expression of the views of this Bureau relative to the plan of organization of Government departments for the handling of traffic conditions, outlined in the report of the special committee of the Federal Traffic Board, which you transmitted with your memorandum of December 12, 1922.

It is believed that the plan as outlined in this report is in many respects similar to the system now in effect in this Department, and that the proposed duties of the traffic manager are to a great extent identical with those imposed on him by Secretary's Memorandum No. 368, dated February 6, 1922. As far as the Traffic Board's plan is concerned, there would seem to be no objection to it as long as the duties assigned to the traffic manager and his office are of an advisory or, in some cases, even supervisory, nature. When these proposed duties, however, impinge on the administrative functions of the bureaus of the Department it is believed that only duplication of records and multiplication of work, with resulting loss of time and no commensurate benefit, will follow.

It is believed that a traffic manager's concern should be primarily and exclusively with advice and regulation relative to the proper initiation and movement of traffic. It would seem that the actual initiation of traffic service is a bureau matter and that after such service has been rendered it becomes an accounting one.

On page two, second paragraph of the Board's report it is recommended that "the traffic manager be authorized to *** issue such instructions and directions as he may deem advisable for the prompt and efficient movement of traffic or the proper disposition of all matters arising therefrom *** that he conduct correspondence with the carriers, the general public and the bureaus of the Department over his own title and signature, and maintain in the traffic division the files and records pertinent to work under his jurisdiction." Broad powers may be involved in this recommendation. If it refers merely to advice and regulation relative to the initiation of traffic movements and records relating thereto, there is no objection to it.

If, however, by the expressions "proper disposition of all matters arising therefrom (traffic)" and "maintain in the traffic division the files and records pertaining to the work under his jurisdiction", it is intended to include matters relating to the actual rendition of service and those resulting from such service, there are serious objections to such a plan, for the administrative work, the essential files and the accounting systems of the bureaus might be interfered with. To each bureau of this Department has been confided by the Secretary the expending under proper restrictions of certain appropriations. Two big items of expenditure are freight and passenger transportation.

It is, of course, requisite that each bureau originate its own traffic movements, whether of freight or passenger. This means that the specific issuing of bills of lading and transportation requests must be by the bureaus and their representatives, and that in the files of the bureaus must be retained for accounting and other purposes the stubs of the transportation requests and the memorandum bills of lading. It is also requisite that where there is question as to service rendered, as called for by a traffic document, the bureaus conduct correspondence with the carriers as to necessary adjustments. To require the bureaus to report to the traffic manager all matters requiring correspondence with carriers is to cause duplication of work, since the facts are with the bureaus and their reports to the traffic manager must be as complete as if made directly to the carriers concerned. Delay from this double reporting will also, of course, result.

In the third paragraph of the report appears the recommendation that the traffic manager be authorized to "investigate all claims for loss, damage or reparation, refunds on unused or partly used tickets and all similar collections or adjustments with the carriers or with individuals and arrange through appropriate officers proper credit to bureau concerned." The investigating of claims for loss of or damage to freight, would appear to be an administrative function of the bureau. As regards unused, or partly used, tickets, it is necessary that investigation be made by the bureaus regarding them before vouchers involving the transportation requests on which they were issued can be passed for payment with the proper deductions or notations.

In this case,also, the reporting of these transactions, either regarding loss or damage or unused tickets to the traffic manager, would result in merely a duplication of work, that is the bureau's report to the traffic manager would be as complete as at present it is to the railroad company. No good purpose would seem to be served and loss of time would result from this encroachment by the traffic manager upon purely administrative and accounting functions of the bureaus. In this connection it is to be noted that paragraph five of General Regulation No. 13, General Accounting Office, issued November 25, 1922, provides a method for handling of claims for loss of, or damage to, property by the carrier.

One of the paragraphs of the report under discussion provides that the traffic manager will prepare "itineraries, advise of train service, routes, connections and facilities, making sleeping and parlor car reservations, secure tickets and attend to similar details pertinent to official travel." As long as there is nothing mandatory in this recommendation, as apparently the matters touched upon are left to the discretion of the bureaus and their traveling employees, there is little to be said against it. This paragraph relates presumably to travel out of Washington.

It is a simple matter to obtain advice from the railroad companies as to train service, routes, etc. Itineraries for trips of any length are generally tentative and frequently the traveler is concerned in purchase of ticket only to the first point of destination. The securing of Pullman reservations is not a difficult task. It can in fact be accomplished over the telephone, as it is no longer necessary to get Pullman tickets in exchange for transportation requests, transportation requests being accepted by conductors. It is not believed a practical, certainly not an economical, scheme, with conditions as they are in Washington, to have on hand in the traffic manager's office a sufficient force to attend to these details of contemplated travel as expeditiously as such matters should be conducted.

So far as routing of transportation requests is concerned, under the agreement now in effect between the Government of the United States and the traffic associations whereby on a transportation request, unless a particular junction point or railroad is indicated, a ticket will be furnished over the cheapest routing, there would seem to be little danger of a more expensive routing or junction point being charged for unless indicated on the request in accordance with the traveler's desired routing. This latter is an administrative and accounting question.

On page three of the report (first paragraph) occurs the recommendation that the traffic manager shall "indicate office or employee responsible for all outstanding blank bills of lading or transportation requests and such records of claimant and amount of all bills received from the carrier and passed for payment as may be deemed best suited to the needs of the Department. He should have the custody of and distribute all bills of lading and transportation requests on proper requisition therefor." It is not supposed that from this quotation it is to be inferred that the traffic manager is to distribute to or keep record of individual issues to employees of bills of lading and transportation requests and their use. That would, of course, be out of the question under the present bureau organization of this Department, but what is meant is not quite clear. The traffic manager at present distributes to the bureaus the bills of lading and transportation requests which they issue. The bureaus can, of course, furnish him at any time with a list of the blank bills of lading and transportation requests which have not been issued to officers and employees, also, if needed, a list of such

bills of lading and transportation requests distributed by the bureau to its representatives as have not been used.

It is not understood what is meant by the phrase in above quotation that the traffic manager shall "indicate *** such records of claimant and amount of all bills received from the carrier and passed for payment as may be best suited to the needs of the Department." It might be inferred from this quotation that bills of carriers were to be presented to the traffic manager. It is not supposed that such a sharp departure from present practice is contemplated. If the plan is to have the traffic manager keep a record in addition to that kept by the bureaus of carriers' bills received and passed for payment, an unnecessary and useless duplication of records will result.

The report recommends that the traffic manager be furnished with or have access to memorandum copies of bills of lading issued by the Department. He will have, of course, access in the bureaus' files to such memorandum copies. Unless, however, a new form of bill of lading is adopted, having five folds instead of the present four folds, it would be impossible to furnish him with copies of bills of lading, the memorandum copies, the only ones now received by the bureaus, being essential in their files. At present the Traffic Board is furnished on its form No. FTB 1 with all essential data given on bills of lading.

It is noted that it is also recommended that only one series of bills of lading and transportation requests be prescribed for each Department. This is at present the practice of the Department of Agriculture, it is believed. It is suggested, however, that on the bills of lading intended for a particular bureau there be continued, as at present, to be printed under the number of the bill of lading the name of such bureau. This is essential so that the carriers may properly bill billsof lading against the bureaus properly chargeable with them.

Inasmuch as there are some important points in doubt as to the exact extent and operation of the Traffic Board's plan in its application to this Department, it is suggested that, if possible, more time be allowed the bureaus to consider, after more specific information has been given on these points, the various details of the proposed reorganization.

Very truly yours,

W C Henderson

Acting Chief of Bureau.

Mr. Desmond's

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO THE FORESTER AND REFER TO

0

WASHINGTON

December 20, 1922.

FILED

Mr. A. Zappone,

Chairman, Advisory Committee on
Finance and Business Methods.

Dear Sir:

Your memorandum of December 12 with enclosures is received.

From the standpoint of the Forest Service the proposed organization of the special traffic division within the Department of Agriculture presents no particular advantages to the Forest Service. The decentralized organization of the Forest Service, with its widely scattered and distributed units and agencies would make it impracticable for a traffic division located in Washington to be a help to the Forest Service in the control of its own activities and operations. The organization of such a division would in no way lessen the responsibilities of the Forest Service, but would mean a duplication of work.

Practically all of the traffic business originates at points other than Washington, and I question very much if the services of a traffic manager would be of any real benefit to the Forest Service.

The proposal that all correspondence with the carriers relative to lost or damaged shipments, refunds and collections on partly used tickets, etc., would also be an embarrassment to the Forest Service. Present arrangements whereby such matters are handled locally by the fiscal agents, or the men interested in the shipments, is much more desirable and has every tendency to speed up the work.

Mr. A.Z.

I have made no effort to offer objections or criticism by taking up each individual suggestion contained in the report of the special committee. I have not thought it necessary, because from the standpoint of the Forest Service the proposal does not meet with favor and because there is a general objection to the plan as outlined. There is no clear cut indication that the existence of such a special division would result in economy, or avoid duplication of work.

Very truly yours,

Acting Forester.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY

WASHINGTON, D. C.

Mr. Swanson

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

FILED
APR 19 1923
Please return to the
Secretary's File Room.

DEC 18 1922

Mr. A. Zappone, Chairman,
Advisory Committee on Finance
and Business Methods.

Dear Mr. Zappone:

Reference is made to your memorandum of December 12, 1922 requesting the views of this Bureau in regard to the report of the special committee of the Federal Traffic Board recommending a plan of organization for the handling of traffic within government departments and establishments.

This Bureau is fully in accord with any movement that will tend to promote the efficient management of transportation. We are of the opinion that an expert traffic manager acting in an advisory capacity could render valuable service to the bureaus of the Department. However, because the work in the various bureaus of this Department is so varied, I am of the opinion that the administrative control of all travel should be vested in the Chiefs of Bureaus, as at present. No one other than the Chief of the Bureau is in a position to know whether proposed travel is or is not necessary. It would not increase the efficiency of the work, in my opinion, to transfer to a central office in the Department the issuing of transportation requests and the supervision of details of authorizations for travel, and the like.

Much of the travel of this Bureau is for the purpose of attending court cases and it often happens that we are not advised when a case will come up until a day or two in advance, so that it is necessary to start our witnesses immediately in order to reach the destination in time for the trial. Other travel in connection with food law work is of an emergency nature and has to be performed on very short notice and any arrangement which increases the time for securing authorizations and transportation requests would greatly handicap this work. However, we believe that an expert traffic manager, having a general supervision of transportation, leaving the detail machinery in control of the bureaus, could render valuable help to the bureaus in an advisory capacity.

Very truly yours,

W. G. Campbell

Acting Chief.

DEPARTMENT OF AGRICULTURE
WASHINGTON

February , 1923.

FILED
APR 1
Please return to the
Secretary

Colonel H. C. Smither,

Chief Coordinator, General Supply.

Dear Colonel Smither:

Reference is made to your letter of November 27, 1922, receipt of which was acknowledged on December 5 during my absence from the city by my administrative assistant, Mr. W. A. Jump; also letter of January 30 from Mr. H. P. Perrill, Acting Chief Coordinator, and my reply of the 7th instant. The report of a special committee of the Federal Traffic Board, recommending a plan of organization for the handling of traffic conditions within Government departments and establishments has been given very careful consideration, and adoption of its general principles has been ordered in this Department. Many of the committee's suggestions had already been incorporated in our procedure, and it is believed that the order which has just been issued, a copy of which is enclosed, will suffice to accomplish what you have in mind so far as this Department is concerned. Certain modifications of the special committee's report will be noted, but you may rest assured that this Department intends to give you substantial cooperation in your efforts to bring about uniform and efficient control of the Government's transportation business.

Sincerely yours,

Enclosure. Secretary.

# United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

FILED

February 7, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

You will recall that by direction of the Bureau of the Budget a Federal Traffic Board was organized, during the fall of 1921, for the purpose of effecting economies and better business administration throughout the Government service in handling transportation business; that you were called upon to nominate a representative of this Department for service on that Board; and that you designated Mr. Elmer E. Forbes, at that time in charge of transportation work in the Office of Inspection, as such representative. Under date of February 6, 1922, you issued Memorandum No. 368 which designated Mr. Forbes as Traffic Manager of the Department and in general terms indicated his functions.

Under date of November 27, 1922, the Chief Coordinator for Supply, Colonel H. C. Smither, transmitted to you a copy of the report of a special committee of the Federal Traffic Board which had been investigating the general transportation problem with a view to establishing a standard, uniform system for handling traffic matters within all executive departments and establishments. This report indicated in detail the functions which the special committee believed should be assigned to every department traffic manager, and the Chief Coordinator requested that in the event you concurred in the principles set forth in the report, the traffic manager of the Department be instructed to put them into effect.

Your Committee has completed a careful study of the report and believes that, with certain modifications, you should apply its principles to the transportation business of this Department. We have prepared and herewith submit for your consideration a draft of a memorandum which the Committee feels should be issued in this connection.

Your Committee has felt that in applying the principles advocated by the Chief Coordinator, no department or bureau authority should be unnecessarily surrendered nor any existing departmental practice not inconsistent with the fundamental provisions of the report abandoned; and has accordingly endeavored to consider the matter primarily from the standpoint of what it believes to be in the best interests of this Department. This has resulted in the suggestion of certain modifications which, however, neither nullify nor seriously impair the principles laid

down in the report. In general, the changes recommended by your Committee modify the tendency of the special committee's report to accentuate the activities of the department Traffic Manager as a member of the Federal Traffic Board and to minimize his proper subordination to your authority in the Department. We have recommended changes which we believe will provide a reasonable degree of supervision by your office without in any degree thwarting or obstructing the ultimate purpose aimed at in the special report. There is submitted herewith your Committee's working sheet, which will exhibit to you, in parallel columns, the method by which the special report has been analyzed, and the proposed modifications arrived at.

In connection with your Committee's study, the Chief Coordinator's memorandum and the special report have been referred to all bureaus for comment. The bureau replies exhibit widely diverse opinions, but, in general, recognize that coordination of transportation activities in the Government service is desirable. Due weight has been given to bureau suggestions which present reasonable grounds for modification of the special report.

It should be noted that the Bureau of Public Roads, which has a special transportation problem of considerable magnitude in its handling of surplus war materials, wishes to be exempted from the general control and accorded the special privilege of setting up a bureau-administered procedure to meet its needs. Your Committee, however, does not feel that such an exemption would be advisable or justified, and accordingly has drafted the order for your consideration in terms applicable to all branches of the Department.

In compliance with the Chief Coordinator's request that he be advised at an early date of the action taken by you, there is also submitted herewith a draft of a letter transmitting to him a copy of your proposed memorandum.

Very respectfully,

A Gaynone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Matters.

Work Sheet

| Recommendations in Special Report from Chief Coordinator | Department's Attitude |
|---|---|
| (1) Establish a division of Traffic. | (1) We agree to establish Office of Traffic Manager. |
| (2) In charge of competent manager with title (Traffic Manager) reporting to head of Department. | (2) O. K. |
| (3) Authorize Traffic Manager to call upon bureaus for such information as is necessary to proper performance of duties. | (3) O. K. Within limits of Memorandum 368 as it will be revised. |
| (4) Authorize Traffic Manager to issue such instructions and directions as he may deem advisable for efficient movement of traffic and proper disposition of all matters arising therefrom. | (4) Too broad. Reviewing agency should be set up as check; or better, Secretary should issue the orders. |
| (5) Traffic Manager to have general supervision of all traffic within Department. | (5) Limit to action in advisory capacity. (Proposed authority is broader than is given by Memorandum 368). |
| (6) Authorize Traffic Manager to conduct correspondence with carriers, public and bureau over own title and signature. | (6) No objection, provided bureaus may also. |
| **Duties of Traffic Manager** | |
| (7) Traffic Manager to maintain files and records pertaining to work under his jurisdiction. | (7) Within proper limits, no objection. |
| (8) Subject to Department approval to prescribe rules and regulations pertaining to transportation under his jurisdiction. | (8) Make Secretary prescribing agency instead of Traffic Manager. |
| (9) Keep in close touch with traffic conditions through cooperation with Federal Traffic Board and Traffic Managers of other Departments, publications of Interstate Commerce Commission and carriers, Budget Bureau bulletins, rules and instructions of General Accounting Office pertinent to traffic. | (9) O. K. |
| (10) Issue appropriate traffic bulletins or circulars affecting traffic of his Department. | (10) Traffic Manager should recommend but Secretary issue. |

FILED
APR 13 1923

| | |
|---|---|
| (11) Advise shipping and receiving clerks (a) of proper nomenclature to use in billing shipments (b) method of loading or packing to ensure proper classification. | (11) Shipping and receiving clerks must confer with Traffic Manager in all doubtful cases under (a) and (b). |
| (12) Preparation of notations on bills-of-lading in case of loss, damage, or special service. | (12) Leave to bureaus but suggest that they confer with Traffic Manager when necessary. |
| (13) Expedite emergency shipments. | (13) O. K. when called on. |
| (14) Institute tracers. | (14) O. K. when called on. |
| (15) Arrange disposition of unclaimed shipments. | (15) O. K. |
| (16) Assist in securing equipment where necessary. | (16) O. K. |
| (17) Supervise car orders to prevent loss through excess minimum weights. | (17) O. K. when called on. |
| (18) Advise as to proper loading of carload shipments. | (18) O. K. |
| (19) Cooperate and confer with officials and employees concerning traffic matters. | (19) O. K. |
| (20) Investigate all claims for loss, damage and reparation. | (20) O. K. when called on. |
| (21) (Secure) refunds on unused or partially used tickets and make all similar collections or adjustments with carriers or individuals, and arrange through appropriate officer proper credit to bureaus concerned. | (21) Bureaus should do this, requesting help of Traffic Manager when desired. |
| (22) Prepare itineraries as required. | (22) Not as required, but when requested. |
| (23) Advise of train service, routes, connections and facilities. | (23) O. K. when called on. |
| (24) Make sleeping and parlor car reservations. | (24) No, except when requested. |
| (25) Secure tickets and attend to similar detail pertinent to official travel. | (25) No, except when requested. |
| (26) Subject to rules and instructions of Federal Traffic Board designate routing for all shipments of carload or less than carload freight. | (26) Cover by directing Traffic Manager to see that orders of Federal Traffic Board are obeyed. |

(15) O. K.

(16) O. K.

(17) O. K. when called on.

(20) O. K. when called on.

(21) Bureaus should do this, requesting

(22) O. K. when called on.

(23) Not as required, but when requested

(24) No, except when requested.

(25) Cover by directing Traffic Manager

the Board are obeyed.

(26) O. K. when called on.

(27) O. K. when called on.

(28) Leave to bureaus but suggest that they confer with Traffic Manager when necessary.

| | |
|---|---|
| (27) Supervise express and parcel post shipments to secure cheapest methods of transportation except bona fide emergency shipments. | (27) We don't want the cheapest method. We want most efficient with due consideration of costs. Bureau control should continue. |
| (28) In conjunction with proper officials of Department prescribe records to prevent duplicate payments. | (28) Traffic Manager should not prescribe these records. Secretary should do so after Traffic Manager's recommendations have been duly considered. |
| (29) Indicate office or employee responsible for all outstanding blank bills-of-lading or transportation requests and such records of claimant and amount of all bills received from the carrier and passed for payment as may be best suited to needs of Department. | (29) Omit. |
| (30) Have custody of and distribute upon request all bills-of-lading and transportation requests. | (30) Only in bulk to bureaus. |
| (31) Act as intermediary, under direction of the Federal Traffic Board, between the bureaus and the Board, and between the bureaus and carriers or their agencies. | (31) Bureaus should not be deprived of direct contact with carriers or their agencies. |
| (32) Make periodical reports at such intervals as may be determined (?) covering activities and accomplishments of his office. | (32) Let him report as required to Federal Traffic Board, but through head of Department. To head of Department when called on, and then in form prescribed by head of Department. |
| (33) Be responsible to head of Department for the efficient and economic conduct of the traffic activities of the Dept. | (33) O. K., but omit. This goes without saying. |
| (34) Reduce Department files of freight and passenger tariffs to actual requirements (as soon as Federal Traffic Board is in position to supply rate quotations). | (34) Unnecessary files should be dispensed with. |
| (35) Traffic Manager to be furnished with or have access to memorandum copies of all bills-of-lading. | (35) Grant access in bureaus to all transportation records. |
| (36) Investigate irregularities pertaining to traffic with a view to correcting errors in practice of shipping officers. | (36) O. K., on direction of Secretary or bureau request. |

(20) Indicate office or employee responsible for all watchmen, clock bill-of-lading or transportation requests and such records of claimant and amount of all bills received from the carrier and person for payment as may be best suited to needs of Department.

(30) Have custody of and distribute upon request all bills-of-lading and transportation vouchers.

(35) Be responsible to head of Department of the traffic activities of the Dept.

(34) Reduce Department files of freight and express traffic to normal requirements in addition to supply rate quotations.

or more scores to maximum
of all bills-of-lading.

(28) Traffic Manager should not
claims received. Complaints
claims have been duly considered.

(29) We don't want the shortest method.
We want most efficient and due

(24) Omit.

(30) Only in bulk to bureaus.

bluck operations.

when called on, and then in form
prescribed by head of Department.

(33) O. K., but omit. This goes with-
out saying.

(34) Unnecessary files should be dis-
posed with.

Miscellaneous action required by Department.

| | |
|---|---|
| (37) Prescribe only one series of bills-of-lading and transportation requests. | (37) This is practice now. |
| (38) Purchasing officers to secure freight charges on all bids and actual cost at destination arrived at. | (38) Department Board of Awards in cooperation with bureaus does this. Omit from memorandum. |

PAYMENT FOR TRANSPORTATION
- 0 -

GENERAL ACCOUNTING OFFICE
Office of the Comptroller General
Washington, November 25, 1922.

1922

General Regulations No. 13

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1. Beginning January 1, 1923, the claims and demands of common carriers against the United States, payable within the continental limits of the United States, for passenger, Pullman, freight and express service, by rail or water, shall be settled by the General Accounting Office.

2. Excepting those payable from special deposit and Postal funds and those of the United States Shipping Board Emergency Fleet Corporation and the District of Columbia, which will be settled as heretofore, settlement will be made direct to carriers and the certificate of settlement and notice to claimant shall be transmitted to the Secretary of the Treasury for issuing of warrant and transmission to the Treasurer of the United States, who shall make payment by check of the amount allowed. A copy of the certificate shall be sent under the usual procedure to the administrative office. The Treasurer shall stamp as paid the original certificate, noting the date, number and amount of the check making payment and shall return the same to the General Accounting Office, Transportation Division. The notice of settlement shall be enclosed with the check to the payee.

The procedure herein directed will permit a carrier to accept payment of the amount allowed without prejudice to a review of the settlement, but applications for review will be considered only where claimant clearly indicates the error alleged in the settlement involved.

3. The claims and demands of the carriers should be stated on forms of the United States as heretofore, being generally the forms prescribed by Treasury Department Circular No. 49 of June 19, 1915, and should be transmitted as heretofore to the administrative office concerned.

4. Upon receipt of the bills on proper forms the administrative office will examine into the correctness thereof (except as to classification and tariff), make the proper certificate accordingly, and promptly forward same with such report as may be deemed advisable to the General Accounting Office, Transportation Division, for settlement. Administrative action should be limited to -- certification as to the services performed; that the services were properly authorized, and necessary in the public service; and that the amount thereof has not been paid and is payable from the appropriation designated. The full and exact title of the appropriation, with fiscal year, if any, must be stated.

Bills must be stamped with the date of receipt by the particular administrative office, and the administrative examination shall be completed and the bills with supporting papers forwarded not later than ten days after their actual receipt, the intent being that there shall be no accumulation of carriers' bills in the administrative office but that they shall be forwarded immediately upon completion of the administrative examination, so that wherever possible there shall be daily forwardings to the General Accounting Office.

5. The loss of or damage to property by a carrier should be recorded on the bill of lading by the accomplishing officer and the administrative office should report, with the bill for transportation charges, the money value of the loss or damage and submit recommendations as to the adjustment thereof.

6. The administrative office should furnish information in each instance of any amount collected and deposited on account of accommodations or service furnished in excess of authorized allowance, and for travel of members of the military branches of the Government at expense of traveler or other persons, noting on the bill the collection and deposit thereof or the fact of proper notice to the responsible officer as to the cost to be charged.

7. When carrier is supporting charges on a certificate in lieu of a lost bill of lading, the administrative office should attach the memorandum bill of lading, or, if that is impracticable, a true copy thereof should accompany the bill.

8. Payments by disbursing officers and agents on account of transportation by common carrier, as described above, will be discontinued at the close of business on December 31, 1922.

J. R. McCARL

Comptroller General.

OFFICE OF CHIEF COORDINATOR

WASHINGTON

000.961

November 27, 1922.

FILED

The Honorable, the Secretary of Agriculture,
Department of Agriculture,
Washington, D.C.

My dear Mr. Secretary:

There is being transmitted herewith report of a special Committee working under instructions of the Coordinator for Traffic, to investigate and recommend to the Federal Traffic Board a standard uniform system for handling traffic matters within departments and establishments that would conform to recognized business methods and best safeguard the interests of the Government at all times, as contemplated by Bureau of the Budget Circular No. 41.

The enclosed report contains the recommendations of this committee after an exhaustive study of the reports of the individual departments and establishments as originally submitted in answer to the questionnaire distributed by the Board, subsequent reports and correspondence, and personal interviews with duly appointed representatives on the Board. It has been officially and unanimously approved at a general meeting of the Federal Traffic Board and is endorsed by the Coordinator for Traffic and the Chief Coordinator.

It is believed that the adoption of the general scheme of traffic management as recommended by the Federal Traffic Board will result in increased economy and efficiency in the handling of matters of traffic. It is requested that, in the event you concur in the principles herein set forth, the Traffic Manager of the Department of Agriculture be directed to put them into effect.

An early indication of the action taken by you will be appreciated.

Very sincerely yours,

H. C. Smither

H. C. SMITHER,
Chief Coordinator.

Encl.

NOV 21 1922

OFFICE OF
THE SECRETARY OF AGRICULTURE

Colonel H. C. Smither,
Chief Coordinator,
General Supply.

Dear Colonel Smither:

In the absence from the city of Secretary Wallace, I am acknowledging the receipt of your letter of November 27, 1922, transmitting copy of a report of the Federal Traffic Board approved by you, in reference to traffic and recommendations as to procedure, and your suggestion that the same be adopted by this Department.

I am under the impression that a great many of the provisions of the plan proposed are already in effect in this Department but the plan in its entirety, as submitted, will be given prompt consideration by the Department and the Secretary will communicate further with you when this has been done.

Sincerely,

W. A. Jump

Administrative Assistant.

OFFICE OF
THE SECRETARY OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 2, 1922.

OFFICE OF TRAFFIC MANAGER
FILE T

FILED
APR 13 1923
Please return to the
Secretary's File Room.

Mr. W. A. Jump,

Administrativr Assistant.

Dear Mr. Jump:

I am returning herewith letter of Colonel H. C. Smither, Chief Coordinator, who transmits an approved plan for the handling of transportation matters in all the Departments of the Government. I would respectfully recommend that this plan be approved and put into effect immediately.

I am also transmitting herewith for your approval letter to be signed by the Secretary in reference thereto.

Very respectfully,

E. E. Forbes

E. E. FORBES,

Traffic Manager.

(Enclosures)

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

December 13, 1922.

FILED

MEMORANDUM FOR MR. ZAPPONE.

Dear Mr. Zappone:

I have before me, by your reference, a copy of the report made by a special committee to the Federal Traffic Board on a standard uniform system for handling traffic matters within Departments.

Much of the plan recommended by the special committee is already in effect in this Department. The requirement in the last paragraph on page two that the traffic manager shall make sleeping and parlor car reservations, secure tickets, and attend to similar detail pertinent to official travel seems to me impractical, but as the report is officially and unanimously adopted by the Federal Traffic Board, it would seem to be incumbent upon the Traffic Manager to work out a suitable procedure.

The next to the last paragraph of the report, page three, vitally concerns the Board of Awards. The paragraph is as follows:

> It is further recommended that freight charges on all bids be secured by purchasing agents or officers and the actual cost at destination given consideration prior to making award of purchase.

In many cases, the Board of Awards now endeavors to secure from bidders a statement of freight charges. It is not always possible to do so, and in such cases, where the freight rate is a

deciding factor in making award, the Board of Awards has been securing freight rates from the Traffic Manager. If this requirement is placed upon all proposals it is believed that in many cases it will be necessary to refer proposals to the Traffic Manager for freight rates which bidders have failed to state, and this will necessarily delay to a certain extent, the making of awards. This point will doubtless be further discussed by other purchasing officers of the Department and should be given careful consideration by the Advisory Committee on Finance.

Very truly yours,

Chief Clerk.

Mr. Dieperdorf

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

FILED
APR 13 1923 ☆
in the Office of the Secretary of Agriculture

DEC 30 1922

Mr. A. Zappone,
Chairman, Advisory Committee on
Finance and Business Methods.

Dear Mr. Zappone:

I have your memorandum of the 12th instant, transmitting copy of Col. Smither's letter and report of Special Committee of the Federal Traffic Board relative to a plan of organization for the handling of intra-departmental traffic. You ask my views relative to the adoption of the proposed procedure.

The Office of the Solicitor, of course, has very little, if any, traffic conditions to contend with and possibly the only part of the plan which affects this office in any manner is that relative to the itinerary of travellers and the securing of berths and tickets. It occurs to me that as to this plan some saving in time might be accomplished - it certainly should be convenient to those contemplating a trip. However, as above suggested, the needs of this office, comparatively speaking, are so little that whatever I might say should be given very little weight in the consideration of the subject as it applies to the whole Department.

Very truly yours,

P. D. Browning

Acting Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
O

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

December 13, 1922.

Mr. A. Zappone,
Chairman, Advisory Committee
on Finance and Business Methods.

Dear Mr. Zappone:

Reference is made to your memorandum of December 12.

Traffic matters of this Division are being handled in accordance with the recommendations made by the Special Committee of the Federal Traffic Board, and I feel that the application of the proposed procedure to all bureaus will greatly improve the handling of government transportation.

Very truly yours,

John L. Cobbs Jr.

John L. Cobbs, Jr.,
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.

In your reply please refer
to Number

16 December 1922.

Mr. A. Zappone,
Chairman, Advisory Committee on Finance
and Business Methods.

Dear Mr. Zappone:

Replying to your letter of December 12th regarding the letter dated November 27, 1922, from Colonel H. C. Smither, Chief Coordinator, transmitting a report of a special committee in regard to a standard uniform system for handling traffic matters within the departments and establishments that would conform to recognized business methods and best safeguard the interests of the Government at all times, as contemplated by Bureau of the Budget Circular No. 41:

So far as the Library is concerned the amount of traffic and travel involved is so small that we do not feel qualified to express any judgment as to the merits of the plan outlined in the report of the committee. The recommendations, however, seem to me excellent if they can be carried out without entailing too much delay in the handling of traffic. This would seem to me to be the danger involved in such a method of procedure.

Very truly yours,

E. B. Hawks

Acting Librarian.

EBH/S

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

FES/RSH

BUREAU ACCOUNTING OFFICE.

Mr. Devendorf

December 16, 1922.

Memorandum for Mr. A. Zappone,
Chairman, Advisory Committee on Finance & Business Methods.

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Dear Sir:

I have for acknowledgement and reply your memorandum of December 12, 1922, enclosing copy of letter dated November 27, 1922, from Colonel H. C. Smithers, Chief Co-ordinator, together with "Report of a Special Committee of the Federal Traffic Board recommending a plan of organization for the handling of internal traffic conditions within Government departments and establishments", which was approved by the Federal Traffic Board October 25, 1922.

The salient features of the report as it affects this Department appear to be -

"It is recommended there be established in each Department and Independent Establishment without delay, where not already provided for, a division of traffic, best suited to the volume of business, facilities, requirements and present organization of the individual Department * * *. That the traffic manager be authorized to call upon bureaus * * * * for such information and data as is in his opinion necessary to * * * * * the proper disposition of all matters arising therefrom * *. The duties of the traffic manager should be to prescribe, subject to the approval of the Department, rules and regulations per-

taining to transportation under his jurisdiction; * * * * * * preparation of adequate notations on bills of lading in case of loss, damage or special service to best protect the interests of the Government; * * * * investigate all claims for loss, damage or reparation refunds on unused or partially used tickets and all similar corrections or adjustments with the carriers or individuals, and arrange through appropriate officer proper credit to bureau concerned.

"He should prepare itineraries as required, advise of train service, routes, connections and facilities, make sleeping and parlor car reservations, secure tickets, and attend to similar detail pertinent to official travel, thus enabling officials and traveling employees to give their own time to more important official duties, with resultant saving to the Department."

A careful consideration of the matter results in the conclusion that the present functions exercised by the traffic manager of the Department are as broad as is either necessary or desirable in the interest of expedition and economy. To transfer any of the functions cited above and now exercised by the bureaus to the traffic manager's office would, I believe, be a distinct backward step and result in a considerable slowing-up of accomplishment and confusion in procedure. Apparently, however, the plan recommended does not contemplate that all of the functions referred to therein

must necessarily be lodged with the traffic manager, inasmuch as the recommendation is for a division best suited to the requirements of the individual Department.

Remarking upon the proposed duties, I note that many of those recommended for the traffic manager's office are in conflict with the Department fiscal regulations. These, of course, are subject to revision but it should be further noted that certain duties and procedure recommended are also in conflict with the Comptroller General's "General Regulations, No. 13" dated November 25, 1922. Still others conflict with what are at present functions of the Office of Inspection, or are matters which would seem more properly handled by the Advisory Committee on Finance and Business Methods.

Entering somewhat into detail, it is believed that the preparation of adequate notations on bills of lading in case of loss, damage, et cetera, is logically a part of the duties of the consignee, and in case of shipments entering Washington, of the bureau property clerk who should make such investigation as is necessary and supply all papers necessary for attachment to the transportation company's claim.

Claims for refunds on account of unused or partially used tickets, corrections and adjustments on carriers' bills, and designation of appropriations to be credited is logically a function of the bureau accounting office. To transfer the work to the traffic manager's office would only result in duplication inasmuch as a memorandum setting forth the facts in full would

necessarily have to be prepared. Incidentally, after the Comptroller General's "General Regulations No. 13" become effective on January 1, 1923, at least some portion of this procedure will devolve upon the General Accounting Office.

The proposal that the traffic manager make sleeping and parlor car reservations, secure tickets, et cetera, would seem to promise anything but a "resultant saving". Under present procedure the employee authorized to travel usually telephones for Pullman reservations in advance, prepares his transportation requests and visits the ticket office either enroute to or from the Department and secures his tickets without encroaching upon official time. To conduct this business through the office of the traffic manager would involve the expenditure of an equal amount of the official time of the traveler and an additional expenditure of official time by an employee of the traffic manager's office. It would also spell delay and open up a chance for loss of transportation requests through the handling by several persons.

I note many other objectionable features in the plan as it affects this Department but I am sure that they will be wholly obvious to your committee and that it is unnecessary for me to touch upon them. It is my thought that the office of the traffic manager as now functioning is entirely adequate to the needs of the Department and that any broadening of duties would result in an additional expense rather than a saving.

For the Director:

Respectfully,

F. E. Singleton,

Chief Accountant,
States Relations Service.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C. December 15, 1922.

IN YOUR REPLY PLEASE

REFER TO FILE No. B-2

9

MEMORANDUM for Mr. Zappone, Chairman,
Advisory Committee on Finance and Business Methods.

I am in receipt of your memorandum of the 12th transmitting a copy of a letter, dated November 27th, from the Chief Coordinator to the Secretary and a copy of the report of the Federal Traffic Board's Special Committee on the plan for organizing and handling traffic conditions within Government departments and establishments.

In general this Bureau is in harmony with the recommendations made by the Special Committee of the Traffic Board as to the methods of handling traffic matters within the Department. It is believed, however, that owing to the large volume of road-building materials and supplies received from War surplus for distribution to the various road-building agencies by this Department an employee of the War Materials Division of this Bureau should be designated as Traffic Representative to handle such details directly with the carriers and the various consignees. This could best be handled by the appointment of Mr. Gordon E. Ferguson of this Bureau as its Traffic Representative in connection with his other duties. The work can be handled without additional expense and without additional personnel. Desigrating Mr. Ferguson as Traffic Representative for the Bureau would eliminate all the unnecessary correspondence and routine which would be required by referring the transportation problems to the Traffic Manager of the Department.

There would be no objection to the Traffic Representative of this Bureau reporting periodically to the Traffic Manager of the Department or to the Federal Traffic Board. Presumably, however, the report should be made to the Traffic Manager of the Department.

The very nature of the work engaged in by this Bureau in the distribution of these surplus materials requires that shipments be expedited and very frequently after an allotment has been made to a State highway commission such award has been cancelled and the materials reallotted to another consignee. Frequently these reallotments are made while the materials are actually in transit.

Through the efforts of this Bureau the carriers, both rail and water have granted considerable concessions to this Department and to the State highway commissions on the transportation of these salvaged surplus war materials, and it is questionable whether or not arrangements other than above outlined would work to advantage and retain the concessions thus far gained.

The larger portion of the recommendations made by the Special Committee of the Traffic Board is already in effect in handling traffic by this Bureau.

Very truly yours,

Thos. H. MacDonald

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON

IN REPLY REFER TO FILE

December 15, 1922.

MEMORANDUM FOR MR. A. ZAPPONE,
CHAIRMAN, ADVISORY COMMITTEE ON FINANCE AND
BUSINESS METHODS.

Dear Mr. Zappone:

Reference is made to your memorandum of December 12 transmitting a report of a special committee with regard to a standard uniform system for handling traffic matters within the departments.

We are in accord with the recommendations. I assume, of course, that the handling of internal traffic for the Department, as defined in this report, relates purely to the administrative functions of the Department and does not include research work in transportation or the handling of transportation matters in relation to our marketing activities.

Very truly yours,

Lloyd S. Tenny

Assistant Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE TO THE INSECTICIDE AND FUNGICIDE BOARD.

December 15, 1922.

fm.
In reply refer to

Mr. A. Zappone,
Chairman, Advisory Committee on
Finance and Business Methods.

Dear Mr. Zappone:

Receipt is acknowledged of your memorandum of the 12th instant transmitting a copy of Colonel Smither's letter to the Secretary and the report of the special Committee of the Federal Traffic Board made in accordance with the Bureau of the Budget's Circular 41.

The report has been carefully read it is my opinion that the recommendations made are for the best interests of the government in all respects.

Very truly yours,

J. O. Wilcox
Assistant to Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY
WASHINGTON

December 14, 1922.

Mr. A. Zappone, Disbursing Clerk,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:

Your memorandum of December 12th requests an expression of the views of this Bureau relative to the report of the Federal Traffic Board on the subject of traffic matters within departments.

On account of the comparatively small amount of passenger and freight traffic handled by this Bureau, we do not ordinarily come in contact with the complications incident to extended travel or large shipments of freight traveling over various roads. It would seem, however, that the general subject of transportation might well be handled by a central office, which would, however, exercise a general supervision rather than attend to merely administrative detail in issuing bills of lading and transportation requests where no complicated movements were involved.

Assuming that such an office is desirable in the Department, it would seem that the functions outlined in the report of the Committee of the Federal Traffic Board could well be assigned to the central traffic office. Therefore the report meets with our approval to the extent that our experience would justify an opinion on the subject.

It is our understanding that the Traffic Office now operated by the Department functions in a manner similar to that advocated by the Federal Traffic Board.

Very truly yours,

FIXED NITROGEN RESEARCH LABORATORY

By: Edwin J. Grayson
E. J. Grayson,
In Charge Procurement of Supplies.

EJG:lr

Mr. Dieffenbach

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

December 16, 1922.

MEMORANDUM FOR MR. ZAPPONE.

In reply to your memorandum of December 12, regarding a standard system for handling traffic matters within the Department, you are advised that the procedure outlined in the report transmitted by Colonel Smither, Chief Coordinator, is, in certain respects, now being followed in this Board. All the routings on freight shipments are obtained from the Traffic Manager of the Department, and all questions regarding passenger rates or Pullman rates are referred to the Traffic Manager for adjustment and advice. The few claims for loss or damage to shipments made by this Board have been handled by us in a very satisfactory manner, but, as it is thought advisable to centralize the prosecution of claims of this character for the entire Department, it is felt that this Board will not experience any difficulty if the claims are handled in such a manner.

Yours very truly,

Chairman of Board.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief — WASHINGTON

December 16, 1922.

MEMORANDUM FOR MR. ZAPPONE:
Chairman, Advisory Committee on Finance and Business Methods.

Pursuant to your memorandum fo December 12, 1922, asking for an explanation of our views relative to the adoption of a standard system for handling traffic matters with the Department, I have to report that the Weather Bureau is now under the supervision of Mr. E. E. Forbes, Traffic Manager of the Department, as regards freight transportation, and a monthly report is made to him of all freight and express traffic.

Freight and express shipments of this Bureau are all between its 220 or more field stations and Washington, now perfectly harmonized and working smoothly under many years of experience. In view of our location nearly two miles from the Department, evidently delay and duplication would be involved if correspondence relative to tracing or expediting shipments and other routine matters incident to freight traffic could be had only through the Department Traffic Officer, and it is thought that this matter should continue to be handled by the Weather Bureau, as at present.

In regard to personal transportation, it is deemed best that the requests be issued by this Bureau, because our travelers who use them are generally on stations more or less remote from Washington and serious delays would be involved if applications had to be made to the Chief Coordinator or the Department Traffic Manager. This delay would be a vital point in securing the speedy action required in having our Observers change stations as might be required by the exigencies of the case.

This Bureau is desirous of aiding any scheme that may prove of advantage in handling Government freight, express, and passenger traffic, but for reasons set forth, it is urgently recommended no change be made in present practice so far as Weather Bureau activities are concerned.

Respectfully,

C. F. Marvin

C. F. Marvin,
Chief of Bureau.

FILED

Mr. Dresser

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

December 16, 1922.

ADDRESS REPLY TO "CHIEF OF BUREAU OF ANIMAL INDUSTRY," AND REFER TO
F 9.033

Mr. A. Zappone,
Chairman, Advisory Committee on Finance
and Business methods.

Dear Mr. Zappone:

Referring to your memorandum of December 12, relative to uniform system for handling traffic matters, it appears that the system as outlined generally with such modifications as past or future experience indicate might be used in so far as this Bureau is concerned.

In passing, it is suggested that some of the provisions of the proposed system seem to conflict with General Regulations No. 13 of the General Accounting Office, dated November 25, 1922.

C. L. Carroll
Administrative Assistant.

FILED

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

APR 13 1923

Washington, D. C., December 19, 1922.

MEMORANDUM FOR MR. A. ZAPPONE

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Dear Mr. Zappone:

I have gone over rather carefully your letter of December 12, submitting a report from Colonel H. C. Smither, Chief Coordinator, in regard to a standard uniform system for handling traffic matters within the departments. In general this system appears to conform to the present procedure, as established with the appointment some months ago of Mr. E. E. Forbes as traffic manager.

There are one or two points which are not entirely clear to me. For example, on page 2 of the special report the following appears as one of the duties of the traffic manager:

> "Preparation of adequate notations on bills of lading in case of loss, damage or special service to best protect the interests of the Government."

This appears to me to be impracticable, as such notations are required to be made on bills of lading in Washington and in the field by the parties receiving the property or the property clerk in Washington upon actual examination of the shipment. Such notations at the present time are made by the consignee over his signature. I do not see how it would be practicable for any other person to make this notation.

On page 2 of the report the following is given as a part of the duties of the traffic manager:

> "Investigate all claims for loss, damage or reparation; refunds on unused or partially used tickets and all similar collections or adjustments with the carriers or with individuals and arrange through appropriate officer proper credit to bureau concerned."

It is not clear as to what advantage the Department would receive from the handling by the traffic manager of items of this sort. When employees of the Department turn in unused portion of a ticket or tickets that have not been used at all, the matter is taken up with the Railroad Company with a view to having the transportation request returned for cancellation and no bill rendered. If the ticket is not received promptly, the accounts are held while authority is obtained from the Railroad Company to make the adjustment

on the face of the account. This method saves considerable work in the handling of funds and depositing same through the Treasury Department. It frequently happens that the accounts have been paid by the Bureau before the unused portion of the ticket is received from the employee. When this occurs the claim is made upon the carrier on the blanks now in use and a remittance made direct to the Disbursing Clerk. In my judgment it would be better to leave the handling of these two items in the Accounting branch rather than to include them in the duties of the traffic manager.

Very truly yours,

M. A. Taylor

Chief of Bureau.

caw/p

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS."

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

December 16, 1922.

Memorandum for Mr. Zappone.

Receipt is acknowledged of your memorandum of the 12th instant, transmitting copy of letter dated November 27th received from Col. Smither, together with copy of a report of a special committee in regard to a standard uniform system for handling traffic matters that would conform to recognized business methods, and best safeguard the interests of the Government as contemplated by Bureau of the Budget circular No. 41.

In reply I wish to say that I believe transportation matters pertaining to this Department are now handled in an efficient and expeditious manner, and that no advantage will be gained by changing to and adopting the plan proposed. Chiefs of bureaus are responsible for the expenditure of public funds under their supervision, and no one is more interested in the efficient and economic operation of a bureau than that official, and I do not think it advisable to vest in a traffic manager authority recommended by the committee. The character of the investigational work of this Department is such that I do not believe a traffic manager is in position to prepare itineraries, make sleeping and parlor car reservations, secure tickets, attend to details pertinent to official travel, and supervise express and parcel post shipments, without involving unnecessary delays and expense. This Department long since provided an agency to cooperate with the several bureaus in the handling of transportation questions, and present arrangements are indeed very satisfactory to this Bureau. I therefore do not concur in Col. Smither's recommendation, and hope no action will be taken to interfere with and disturb the activities of this Department, or the avenues through which the work is accomplished.

Respectfully,

William [illegible]

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

December 16, 1922.

MEMORANDUM FOR MR. A. ZAPPONE.

Dear Mr. Zappone:

In reply to your memorandum of December 12 in regard to a standard system for handling traffic matters within the Department, I beg to advise you that the procedure outlined in the report transmitted by Colonel H. C. Smither, Chief Coordinator, is in certain respects now being followed in this Bureau. All routings of freight shipments are obtained from the Traffic Manager of the Department and questions concerning Pullman and passenger rates are referred to the Traffic Manager for adjustment and advice.

The Bureau of Entomology has had in the past a very small number of claims for loss or damage to shipments. These have been handled very satisfactorily in the Bureau but if it is thought advisable to centralize the prosecution of claims of this character for the entire Department, it is felt that this Bureau will not experience any difficulty if the claims are handled in such a manner.

Respectfully,

AJL/jrr

Assistant to Chief.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
OCT 16 1936
Please return to
the Secretary's Office

December 16, 1922.

MEMORANDUM No. 416

FILE
P.L. GLADMON.

Amendment to the Administrative Regulations.

The Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

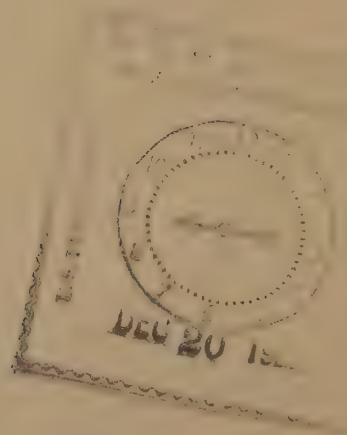
265. USE OF MAILING LISTS.- The mailing lists of the Department are compiled for official use only. No copy of any such list shall be furnished on franks, envelopes, or otherwise for the use of any individual, firm, or organization.

The Crop Reporter lists of the Department shall not be used for any purpose except crop reporting without specific approval of the Secretary.

Henry C. Wallace

Secretary.

WCG



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
DEC 20 1922
Please return to the
Secretary's File Room.

December 16, 1922.

MEMORANDUM NO. 416.

Amendment to the Administrative Regulations.

The Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

265. USE OF MAILING LISTS.-The mailing lists of the Department are compiled for official use only. No copy of any such list shall be furnished on franks, envelopes, or otherwise for the use of any individual firm, or organization.

The Crop Reporter lists of the Department shall not be used for any purpose except crop reporting without specific approval of the Secretary.

Henry C. Wallace
Secretary.

# United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

December 9, 1922.

17/13

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In accordance with your request, the Advisory Committee on Finance and Business Methods has considered the attached papers relating to amending the Administrative Regulations by the addition of a new paragraph on the subject of Use of Mailing Lists.

The memorandum has been slightly changed and rewritten and the regulation given paragraph number 265.

It is now believed to be in proper form for promulgation.

Very respectfully,

FILED
DEC 23 1922

A. Gaffone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

F

November 15, 1922.

MEMORANDUM NO.____

Use of Mailing Lists.

The Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

"The mailing lists of the Department shall be used for official purposes only. ~~Under~~ No ~~circumstances shall a~~ copy of a list ~~be~~ should be furnished to individuals or firms, nor shall a run of a list be requested on franks, envelopes, or otherwise for the use of any individual, ~~or a~~ firm, or organization.

"The Crop Reporter lists of the Department shall not be used for any purposes except crop reporting without specific approval of the Secretary in each case."

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

November 15, 1922.

MEMORANDUM NO.____

Use of Mailing Lists.

The Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

"The mailing lists of the Department shall be used for official purposes only. Under no circumstances shall a copy of a list be furnished to individuals or firms, nor shall a run of a list be requested on franks, envelopes, or otherwise for the use of an individual or a firm.

"The Crop Reporter lists of the Department shall not be used for any purposes except crop reporting without specific approval of the Secretary in each case."

Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

November 15, 1922.

Mr. Cronin:

You are right. I did not read Mr. Pugsley's note clearly. What would you think of issuing an amendment to the Administrative Regulations like the one next attached? This should result in any urgent cases, such as a Congressman who desired badly enough to use the lists, being brought to the attention of your office or this office and you could then apply your system which has been formulated and which seems to be very good. If I should get any inquiries of that kind here I would refer them to your office.

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM

November 13, 1922.

Mr. Jump:

I think that you are right in this. My notes attached merely show the procedure we agreed upon when Senator France brought the matter up, and is an outline of our procedure here about which the Bureaus should not be advised. Mr. Pugsley did not mean for my entire note to go out. His last sentence indicates that he intended merely a general memo to go to Bureau Chiefs. "Perhaps some memo should go to Bureaus instructing them that no outside use should be made of mailing lists without approval of the Secretary."

Mr. Pugsley has suggested that you and I draft a memo. He feels sure that no mention should be made of Congressmen.

C

The mailing lists of the Department shall be used for official purposes only. Under no circumstances shall a copy of a list be furnished to individuals of firms, nor shall a run of a list be requested on franks, envelopes, or otherwise for the use of an individual or a firm.

The Crop Reporter lists of the Department shall not be used for any purposes except crop reporting without specific approval of the Secretary in each case.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

F

November 9, 1922.

Mr. Cronin:

In connection with this whole matter, wouldn't the proper solution be to create a regulation to the effect that the mailing lists of the Department are not to be placed in the hands of or used by firms, private individuals, or otherwise outside of the Department, this to be the general rule, with provision for reference of applications proposing to do otherwise to the Office of the Secretary or perhaps Office of the Assistant Secretary? If we indicate in a regulation the conditions under which Congressmen may use the Department lists it might be the subject of embarrassment at some time, or of criticism. As a matter of fact, I think it would pay us as a matter of policy to work up a considerable amount of cooperation of this kind with the Congressmen, keeping it on the safe basis indicated in the memorandum you have gotten up, but doubt the advisability of making it a part of the Department regulations where it may be made the subject of a great deal of discussion. This is merely my opinion. Will be glad to cooperate further with you or discuss it with you at any time.

M

OFFICE OF
THE SECRETARY OF AGRICULTURE

11/4.

E

There is now nothing in the regulations on this subject, altho of course there is a general understanding that the lists are not to be furnished private individuals. The attached would, I think, cover the point in a broad way, & leave us free to make such conditions as may be necessary.

S.

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Unofficial Use of Mailing Lists Prohibited;
Crop Reporter Lists.

Under no circumstances ~~will~~ shall the mailing lists of the Department be placed in the hands of firms or private individuals. In some cases it may be practicable to place them at the disposal of members of Congress or other public officials. In every case of this kind, however, the approval of the Secretary must be secured in advance, and the request for his approval should indicate the purpose for which the list is to be used and the manner in which the distribution is to be handled.

In the absence of the Secretary's specific approval, Crop Reporter lists shall be used only for the purpose of crop reporting.

OFFICE OF
THE SECRETARY OF AGRICULTURE

Nov. 1, 1922.

Mr. Spencer:

Is there anything in the Department regulations as they stand now with reference to this subject? If not, can you frame a regulation embodying the essense of the attached suggestion of Mr. Cronin but without mentioning specifically that members of Congress can do this and can not do the other thing? For instance, could we not have a regulation drawn in the negative with provision for reference to the Secretary of requests otherwise so that without publicly stating what we will permit a Congressman to do we can handle those cases individually as they arise?

FILED
NOV 20 1922
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...le Room.

OFFICE OF THE ASSISTAN ECRETARY

MEMORANDUM

October 21, 1922.

Mr. Jump:

Cronin has put down our method of procedure with mailing lists. Perhaps some memo should go to Bureaus instructing them that no outside use should be made of mailing lists without approval of Secretary.

Chas. Eagley

C

FILED
OCT 21 1922
Office of the Secretary

The mailing lists of the Department will not under any circumstances be placed in the hands of firms or individuals, including members of Congress.

Private individuals or firms will not be permitted to use the Department's mailing lists for any purpose whatever.

A Congressman, with the specific approval of the Secretary in each case, may be permitted to use the mailing lists to send out Department material, but no other matter whatever, except Department material, can be enclosed in the envelope. The Congressman in such cases may use his own frank. The material must be mailed from the Department or from the Office of the Superintendent of Documents, the mailing list not coming into the hands of the Congressman.

In all cases where a Congressman is given permission to use a list a record of the transaction must be sent to the file room for future reference.

The crop reporter lists shall not be used for any purpose whatever except for crop reporting without the specific approval of the Secretary. Mr. Estabrook has been advised to this effect by phone.

To permit a Congressman to use a mailing list it is ~~only~~ necessary to phone Mr. Ti~~ddwell~~ Sdell at the Government Printing Office.

for us

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★ DEC 20 1922 ★
Please return to the
Secretary's File Room.